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1988

May 20 - June 17

URBAN/MUNICIPAL

AGENDAS/MINUTES OF THE MEETINGS
OF THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES
BOARD OF DIRECTORS



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

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A35
1988

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 20, 1988
8:00 a.m.

HAMILTON CONVENTION CENTRE
Webster "C"

URBAN MUNICIPAL

JUN 8 1988

GOVERNMENT DOCUMENTS

REGULAR AGENDA

1. Chairman's Remarks

2. Correspondence

3. Minutes of April 15, 1988

Attachment 3

3.1 Errors or Omissions

3.2 Motion to Approve

4. Business Arising From the Minutes

5. Committee Reports/Minutes

5.1 Executive Committee Third Report

Attachment 5.1

5.1.1 Executive Committee Minutes of
April 6, 1988

Attachment 5.1.1

5.2 Copps Coliseum Committee Fourth Report

Attachment 5.2

5.2.1 Copps Coliseum Committee Minutes of
March 23, 1988

Attachment 5.2.1

5.3 Hamilton Convention Centre Committee
Fourth Report

Attachment 5.3

5.3.1 Hamilton Convention Centre Committee
Minutes of March 25, 1988

Attachment 5.3.1

Regular Agenda
May 20, 1988
Page 2

- 5.4 Hamilton Place Theatre Committee
 Third Report
- 5.4.1 Hamilton Place Theatre Committee
 Minutes of March 24, 1988

Attachment 5.4

Attachment 5.4.1

6. New Business

7. Other Business

8. Date of Next Meeting

June 17, 1988
8:00 A.M.
Hamilton Convention Centre

9. Adjournment

Unfinished Business

- 1. Trade Centre Arena Foundation - Possible Amalgamation
 with Hamilton Place Foundation
- 2. Development of Policy in Respect of Promotions and
 Co-Promotions

Patricia Bennett
Secretary to the Board of Directors
May 12, 1988

Attachment 3

URBAN MUNICIPAL

JUN 8 1988

GOVERNMENT DOCUMENTS

3. Minutes of April 15, 1988

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEETING OF THE BOARD OF DIRECTORS

**Friday, April 15, 1988
8:00 A.M.**

**HAMILTON CONVENTION CENTRE
Albion "C"**

REGULAR MINUTES

PRESENT: Alderman B. Hinkley, Chairman
Alderman J. Gallagher, Second Vice-
Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman R. Wheeler
Mr. S. Cino
Mr. W. McFarland
Dr. C. Bart
Mrs. M. Dow
Mr. N. Levitt
Mr. F. DeNardis

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. J. Crane
Mr. T. Burrows
Mr. J. Leuser

REGRETS: Mr. T. Yates
Mr. T. Casey
Mr. D. Beattie

MEDIA: Jane Coutts, The Spectator

1. Chairman's Remarks

Alderman Hinkley called the meeting to order at
8:20 a.m.

For the information of the Board Alderman Hinkley reported that the proposed changes to the HECFI Legislation will be presented to the Bills Committee next week and if approved, raised in the Legislature during the summer.

Alderman Hinkley circulated a copy of the Dallas arena brochure for the information of the Directors.

2. Thank You Note from the Family of Mr. W. Gallagher

The Thank You Note from the Gallagher family was received for information.

3. Minutes of March 11, 1988

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 11, 1988 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Second Report

MOVED by Mr. Cino, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE SECOND REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS BE ENDORSED:

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,500. PER DAY AND THE ACTUAL EVENT STAFF/EVENT SHEET CHARGES INCURRED FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON MINOR HOCKEY CHAMPIONSHIP DAY (APRIL 9, '88) AND THE CITY OF HAMILTON RINGETTE DAY (APRIL 10, '88) BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

THAT NO ACTION BE TAKEN ON THE REQUEST FOR SUBSIDY FROM THE MULTIPLE SCLEROSIS SOCIETY OF CANADA - HAMILTON DISTRICT FOR THE STAGING OF THE M.S. SKATE-A-THON ON NOVEMBER 19, 1988.

THAT THE HECFI BOARD APPROVE THE PROPOSED BY-LAW NO. 2 TO AMEND SPECIAL BY-LAW NO. 1 AND ESTABLISH AN EXECUTIVE COMMITTEE.

THAT THE OPERATING SURPLUS FOR 1988 AND THEREAFTER FROM THE CENTRAL UTILITIES PLANT BE PLACED INTO A SEPARATE RESERVE FOR CAPITAL PROJECTS FOR THE CENTRAL UTILITIES PLANT.

THAT APPROVAL BE GRANTED FOR CONVENTION CENTRE MANAGEMENT TO TENDER FOR EQUIPMENT AND CONSTRUCTION IN ACCORDANCE WITH THE REPORT PREPARED BY MR. TREVOR GARWOOD-JONES.

THAT THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$26,127. BE RELEASED TO THE CONTRACTOR, NAMELY, HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

THAT THE HECFI BOARD APPROVE A REGULAR AUDIT FEE WITH PANELL KERR MACGILLIVRAY FOR THE YEAR 1987 IN THE TOTAL AMOUNT OF \$15,000.

The following items were received for information:

- (i) Director of Finance & Administration's Report;
- (ii) Marketing Services Report;
- (iii) The issue of the Special Events Subsidy Fund/Method of Administration was tabled to the next meeting;
- (iv) Consolidated Unaudited Operating Results for HECFI for the Two Month Period Ended February 29, 1988;
- (v) Unaudited Operating Results for CUP for the Two Month Period Ended February 29, 1988;
- (vi) 1987 Annual Report - management to continue to develop a draft layout;

Discussion of the Annual Report ensued at the full Board meeting. Alderman Murray recommended that a first class document be developed so that it could be appropriately used as a marketing tool for HECFI. Alderman Murray requested consideration of the addition of specific interior pages in colour rather than the proposed colour front, interior black and white presentation. Mrs. Dow advised that if the front cover is in colour, it could be extended to the outside back at no additional cost. It was reiterated that management will present a mock-up as well as a recommendation(s) and costs to the full Board.

(vii) Hamilton Place's Capital Improvement Surcharge Reserve Policy;

(viii) Committee Reports: Copps Coliseum Committee; Hamilton Convention Centre Committee; Hamilton Place Committee.

5.1.1 Executive Committee Minutes of March 2, 1988

MOVED by Mr. McFarland, seconded by Alderman Murray that

THE EXECUTIVE COMMITTEE MINUTES OF MARCH 2, 1988 BE RECEIVED.

MOTION CARRIED.

Alderman Gallagher pointed out that it should be noted in the minutes that he acknowledges a possible conflict of interest insofar as the employment of his neice, Heidi Geier, is concerned; Alderman Gallagher will refrain from discussion and voting on all matters directly pertaining to Ms. Geier and/or other such matters as may be deemed in conflict.

5.2 Copps Coliseum Committee Third Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE CONCEPT OF A BLACK AND WHITE AD INCORPORATING A VISUAL METAPHOR, AS PRESENTED BY OK&D BE APPROVED.

Discussion ensued with respect to whether the two advertisements (one for Hamilton Place/Copps Coliseum and the other for the Convention Centre) should be presented to the full Board. This issue became the catalyst for a discussion regarding the mandate/responsibility for facility marketing, i.e. whether facility Committees had responsibility for marketing or whether marketing was the ultimate responsibility of the full Board. It was agreed that Board consensus should be clarified and it was

MOVED by Mr. Levitt, seconded by Alderman Gallagher that

ALL MARKETING REPORTS/RECOMMENDATIONS BE FORWARDED TO THE FULL HECFI BOARD FOR APPROVAL.

MOTION CARRIED.

Discussion then centered around the two proposed ad concepts. It was generally agreed that delaying formal Board approval to May at which time the full Board would have an opportunity to review the proposals, would be counterproductive to timely advertisement placements which have been scheduled by management. It was

MOVED by Mrs. Dow, seconded by Mr. Cino that

MANAGEMENT PROCEED WITH THE PROPOSED ADVERTISEMENTS CURRENTLY IN PROGRESS AND THAT FULL BOARD APPROVAL BE REQUESTED RETROACTIVELY.

MOTION CARRIED.

Mr. N. Levitt and Alderman J. Gallagher opposed the motion.

THAT THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT, IN THE TOTAL AMOUNT OF \$26,127. BE RELEASED TO THE CONTRACTOR, NAMELY HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

MOTION CARRIED.

The following items were received for information:

- (i) Status Report on Confirmed Events/Performances at Copps Coliseum - April 1988 - July 1988;
- (ii) Marketing Services Report dated March 1988;
- (iii) S.P.A.R. Report dated March 17, 1988;
- (iv) The Director of Copps Coliseum's recommendation that a single fan coil unit be installed in the ceiling of Room 219, City Hall to improve air movement. It was suggested that during the summer the valves be turned off and the curtains closed;
- (v) The Director's report that the fan speed has been increased on the north and south sides of the Coliseum to alleviate the smoke problem;
- (vi) The issue of Copps Coliseum Uniforms to be further discussed at a future Committee meeting;
- (vii) Client Evaluation Form from CPI;
- (viii) Unaudited Operating Results for HECFI for the Two Month Period Ended February 29, 1988;
- (ix) Unaudited Operating Results for the Central Utilities Plant for the Two Month Period Ended February 29, 1988;
- (x) Report by the Director of Copps Coliseum.

5.2.1 Copps Coliseum Committee Minutes of
February 24, 1988

MOVED by Alderman Murray, seconded by Alderman
Gallagher that

**THE COPPS COLISEUM COMMITTEE MINUTES OF FEBRUARY
24, 1988 BE RECEIVED.**

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Third
Report

MOVED by Alderman Wheeler, seconded by Mrs. Dow
that

**THE HAMILTON CONVENTION CENTRE COMMITTEE THIRD
REPORT BE APPROVED AND THE FOLLOWING
RECOMMENDATIONS ENDORSED:**

APPROVAL FOR CONVENTION CENTER MANAGEMENT TO
TENDER FOR EQUIPMENT AND CONSTRUCTION IN
ACCORDANCE WITH A REPORT PREPARED BY MR.
TREVOR GARWOOD-JONES.

APPROVAL OF AMENDMENTS TO THE TERMS OF
REFERENCE FOR THE HAMILTON CONVENTION CENTRE
COMMITTEE.

APPROVAL OF THE PRESENTATION BY OLYNYK, KING &
DUDA AND THAT MANAGEMENT CONTINUE PROCEEDINGS
WITH THE FIRM.

UNAUDITED OPERATING RESULTS FOR THE TWO MONTH
PERIOD ENDED FEBRUARY 29, 1988.

MOTION CARRIED.

The following items were received for information:

- (i) Director's Report for the month of February 1988;
- (ii) A report in respect of SPAR was tabled pending results of a meeting to be arranged between management and the Chairman of SPAR;
- (iii) Correspondence and Comment Cards.

5.3.1 Hamilton Convention Centre Committee
Minutes of February 26, 1988

MOVED by Alderman Wheeler, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTER COMMITTEE MINUTES OF FEBRUARY 26, 1988 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Theatre Committee Second Report

MOVED by Mr. Cino, seconded by Alderman Wheeler that

HAMILTON PLACE THEATRE COMMITTEE SECOND REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) OKD design concept presentation was approved; the use of colour was recommended - OKD to advise of costs;
- (ii) Facility Marketing Report;
- (iii) Marketing Services Report;
- (iv) Mr. Burton Kramer has been requested to present a revised marquee design incorporating the Board's and the architect's suggestions;
- (v) Report of the Assistant Director;
- (vi) Consolidated Unaudited Operating Results for the Twelve Month Period Ended December 31, 1987 and the Two Month Period Ended February 29, 1988;

- (vii) Management will meet with representatives of SPAR and submit a report to the Committee;
- (viii) A letter of appreciation from the Director of Administration of the Canadian Football League was received.

5.4.1 Hamilton Place Theatre Committee Minutes
of January 28, 1988

MOVED by Mr. Cino, seconded by Dr. Bart that

THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF JANUARY 28, 1988 BE RECEIVED.

MOTION CARRIED.

5.5 Audit Committee First Report

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AUDIT COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE DRAFT AUDITED FINANCIAL STATEMENTS FOR HECFI AND THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR THE YEAR ENDED DECEMBER 31, 1987 BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) Dr. C. Bart was elected to the position of Vice Chairman of the Audit Committee;
- (ii) A report from Mr. Michael Collyer stating "...Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention..."
- (iii) There were no reported concerns in respect of Accounts Receivable.

6. New Business

6.1 City of Hamilton: Department Reorganization:
Central Utilities Plant

The Director of Copps Coliseum's April 11th report which included Mr. J. J. Schatz's April 8th memorandum outlining the City of Hamilton Executive Committee's recommendation that "...responsibility for administering Capital Project D-36500, Account No. 0408-A2500, Energy Conservation City Hall, be transferred from the Architectural Division of the Property Department to the Central Utilities Plant Division of the Hamilton Entertainment and Convention Facilities Inc.....". It was

MOVED by Alderman Murray, seconded by Mr. DeNardis that

THE EXECUTIVE COMMITTEE'S (CITY OF HAMILTON) RECOMMENDATION TO TRANSFER THE RESPONSIBILITY FOR ADMINISTERING CAPITAL PROJECT D-36500, ACCOUNT NO. 0408-A2500, ENERGY CONSERVATION CITY HALL TO THE CENTRAL UTILITIES PLANT WITH THE PROVISIO THAT THE FUNDS THEREIN SHALL BE USED SOLELY TO IMPROVE UPON THE HEATING, VENTILATION AND AIR-CONDITIONING SYSTEM AND ASSOCIATED ENERGY CONSERVATION MEASURES WITHIN CITY HALL BE APPROVED.

MOTION CARRIED.

7. Other Business

Nil

8. Date of Next Meeting

May 20, 1988
8:00 A.M.
Hamilton Convention Centre

9. In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF MARCH 11, 1988 BE APPROVED.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF APRIL 6, 1988 BE APPROVED.

NO ACTION BE TAKEN ON THE REPORT DATED MARCH 17, 1988 FROM MR. BRIAN CONACHER, MANAGING DIRECTOR/CEO WITH RESPECT TO HECFI EXCESSIVE OVERTIME; and THAT MANAGEMENT BE GIVEN THE DISCRETION TO ADDRESS THE QUESTION OF OVERTIME BY USING SUCH METHODS AS GRANTING TIME-OFF-IN-LIEU, FLEX TIME AND OTHER METHODS DEEMED ADVISABLE BY MANAGEMENT; and THAT THE MANAGING DIRECTOR/CEO TOGETHER WITH THE DIRECTOR OF FINANCE AND ADMINISTRATION REVIEW THE FINANCE AND ADMINISTRATION DEPARTMENT NEEDS FOR ADDITIONAL STAFF WITH RESPECT OF EXCESSIVE OVERTIME AND BRING BACK A REPORT RELATIVE TO SAME.

THE ISSUE OF THE PRIVATE BOXES BE REFERRED TO THE COPPS COLISEUM COMMITTEE FOR CLARIFICATION.

MANAGEMENT DEVELOP A DRAFT POLICY WITH RESPECT TO ALTERATIONS/REVISIONS TO HECFI FACILITIES.

THAT THE PROPOSED 1988 RENTAL RATES BE APPROVED AS PRESENTED; and THAT A TWO YEAR LEASE FOR 1988 AND 1989 BE PREPARED AS A GROSS LEASE (AN ALL INCLUSIVE RENTAL WITHOUT REFERENCE TO THE TAX PORTION OF THE TOTAL RATES); and THAT THE INCREASES TO THE 1989 RENTAL RATES BE BASED ON THE INFLATIONARY ADJUSTMENT DETERMINED BY THE CITY OF HAMILTON FOR 1989.

THE BUDGET SUMMARY FOR NEW FACES CABARET '88 BE APPROVED.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF MARCH 2, 1988 BE RECEIVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF MARCH 23, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT MANAGEMENT SECURE A PRICE ON A PLAQUE APPROXIMATELY THREE FEET BY THREE FEET COVERED WITH PLEXI-GLASS OR SIMILAR MATERIAL, WITH THE NAMES OF THE DONORS IN BLACK LETTERING AND THAT A MOCK-UP BE PRESENTED TO A FUTURE MEETING OF THE COPPS COLISEUM COMMITTEE; and

THAT NO ACTION BE TAKEN TO OFFICIALLY RECOGNIZE THOSE WHO SERVED ON COMMITTEES TO SOLICIT FUNDS FOR THE COLISEUM.

THAT STAFF BE DIRECTED TO DRAFT A PROPOSAL FOR THE RENTING AND/OR LEASING OF THE PRIVATE BOXES IN COPPS COLISEUM ON A PER EVENT BASIS, AND THAT THESE PRIVATE BOXES BE RENTED TO INDIVIDUALS WHO WILL PAY THE PRICE OF THE PRIVATE BOX AS ESTABLISHED BY MANAGEMENT AND THAT MANAGEMENT BE AUTHORIZED THE FLEXIBILITY OF SETTING THE PRICE OF THE PRIVATE BOXES.

THAT MANAGEMENT BE GIVEN THE AUTHORITY TO CONTINUE TO MARKET THE PRIVATE BOXES AS THEY SEE FIT AND REPORT TO THE COMMITTEE WITH A MINIMUM BASE PRICE DEPENDANT UPON THE PRIVATE BOX PRESENTLY LEASED BY MARDON LAWSON.

THE COPPS COLISEUM IN-CAMERA MINUTES OF FEBRUARY 24, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF MARCH 25, 1988 BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF FEBRUARY 26, 1988 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF MARCH 24, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE PROPOSED 1988 RENTAL RATES BE APPROVED; and THAT A TWO YEAR LEASE FOR 1988 AND 1989 BE PREPARED AS A GROSS LEASE (AN ALL INCLUSIVE RENTAL WITHOUT REFERENCE TO THE TAX PORTION OF THE TOTAL RATES); and THAT THE 1989 RENTAL RATES INCREASES BE BASED ON THE INFLATIONARY ADJUSTMENT DETERMINED BY THE CITY OF HAMILTON FOR 1989.

THAT THE BUDGET SUMMARY FOR NEW FACES '88 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF JANUARY 28, 1988 BE RECEIVED.

THE IN-CAMERA SESSION ADJOURN AT 10:05 A.M.

10. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE REGULAR SESSION ADJOURN AT 9:10 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

URBAN MUNICIPAL
JUN 8 1988
GOVERNMENT DOCUMENTS

5.1 Executive Committee Third Report



REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF MAY 11, 1988

The HECFI Executive Committee presents its **THIRD** Report and respectfully recommends:

1. Display Advertising in Copps Coliseum

That the locations as outlined in **Schedule "A"** be accepted for display advertising in Copps Coliseum.

Note: For the information of the Members of the Board, both the Copps Coliseum Committee and HECFI Executive Committee members toured the building to ascertain suitable and acceptable locations for display advertising.

**2. Special Events Subsidy Fund -
Method of Administration**

That the final approval/rejection of all requests from the HECFI Special Events Subsidy Fund be the responsibility of the HECFI Executive Committee;

That all requests for subsidization under the HECFI Special Events Subsidy Fund must follow the HECFI Special Events Subsidy Fund Guidelines and Procedures and those that do not will not be processed by HECFI senior management unless instructed to do so by the HECFI Executive Committee; and

That commitments against the HECFI Special Events Subsidy Fund for future years be permissible, subject to the approval of the HECFI Executive Committee.

Note: Background is attached as **Schedule "B"**.

**3. Policy with Respect to Alterations/
Revisions/Construction to HECFI Facilities**

"That any construction/alterations/renovations to a HECFI facility which would change the existing use of the space must receive the prior approval of the respective facility Committee and the HECFI Board of Directors."

Note: As requested by the HECFI Executive Committee and the HECFI Board of Directors, HECFI senior management developed a draft policy.

4. Annual Report Layout

That 2,500 copies of Version No. 2 of the Annual Report Layout be approved, at a maximum cost of \$25,170.62; and

That the Director of Finance and Administration recommend a method of financing at a future HECFI Executive Committee meeting.

Note: Background is attached as **Schedule "C"**.

5. Method of Financing for the Supply and Installation of Air Ductwork for the Retail/Mall Corridor in Copps Coliseum

That the cost to supply and install the air ductwork for the retail/mall corridor in Copps Coliseum, at a total amount of \$14,461.00, be financed from work in progress expenditure account number 0408-U32612, Contractual Services/ Materials.

Note: The Copps Coliseum Committee, at its meeting of April 27, 1988, recommended that the quotation submitted by Beaver Engineering Limited to supply and install air ductwork for the retail/mall corridor in the total amount of \$14,461.00 be accepted, and that the HECFI Executive Committee recommend the method of financing.

6. Capital Projects for the Hamilton Convention Centre

That the City's Executive Committee be requested to recommend to City Council approval to proceed with the following capital projects as provided for in the 1988 portion of the 1988 - 1992 Capital Budget Programme for the Hamilton Convention Centre, and to recommend the method of financing:

Various Equipment Replacements	
and Additions	\$ 53,000
Carpet Replacement	\$300,000
	<u>\$353,000</u>

Note: These capital projects will be financed from HECFI's Reserve for Capital Projects, Account No. 0280-48.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as Schedule "D".

2. Marketing Services Report

Attached as "Schedule "E".

3. Consolidated Unaudited Operating Results

**3.1 HECFI First Quarter Ended
March 31, 1988**

Attached as Schedule "F".

**3.2 CUP First Quarter Ended
March 31, 1988**

Attached as Schedule "G".

4. Ambassador Awards Dinner

Attached as Schedule "H".

5. Committee Reports

5.1 Copps Coliseum Committee

The report was considered.

5.2 Hamilton Convention Centre Committee

The report was considered.

5.3 Hamilton Place Committee

The report was considered.

RESPECTFULLY SUBMITTED

"B. Hinkley" per gm

ALDERMAN BRIAN HINKLEY, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

JMills

Joan M. Mills
Committee Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION
FOR ACTION

TO: HECFI BOARD OF DIRECTORS

FROM: Brian K. Conacher,
Managing Director/CEO

DATE: May 11, 1988

SUBJECT: DISPLAY ADVERTISING LOCATIONS AND
OPPORTUNITIES IN COPPS COLISEUM

RECOMMENDATION:

- That the display advertising locations and opportunities in Copps Coliseum as outlined on the attached **SCHEDULE "A"** be approved.

BACKGROUND:

- At a joint meeting May 11, 1988 of the COPPS COLISEUM COMMITTEE and the HECFI EXECUTIVE COMMITTEE, a walking tour took place to determine suitable and acceptable display advertising locations and opportunities in Copps Coliseum.
- The determination of suitable and acceptable display advertising locations and opportunities in Copps Coliseum is the first step in developing a display advertising program for Copps Coliseum.
- Three (3) display advertising companies have toured and surveyed Copps Coliseum and have submitted proposals to become our **"exclusive"** display advertising sales agents:
 - **POTENTIAL INC.**
 - **CANADIAN CONTROLLED MEDIA COMMUNICATIONS**
 - **CORE MEDIA INC.**
- All three (3) companies are waiting to hear back from me with respect to the available display advertising locations in Copps Coliseum.

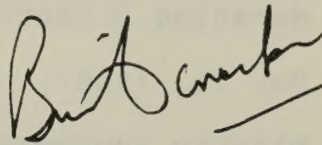
TO:

HECFI BOARD OF DIRECTORS - MAY 11, 1988

PAGE 2

- In the 1988 Copps Coliseum Operating Budget, it is projected to generate **\$50,000.** from display advertising revenue in Copps Coliseum.

Respectfully submitted,



BKC:mgm

Brian K. Conacher,
Managing Director/CEO.

Attachment - **SCHEDULE "A"**



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

SCHEDULE "A"

DISPLAY ADVERTISING LOCATIONS IN COPPS COLISEUM

ARENA SEATING AREA

- On concrete facia between Lower and Upper Decks in arena seating area (maximum 18 locations)
- On concrete facia under Sound & Light Control Booth at West end of arena seating area.
- On top of Scoreboard/Clock (4 sides)*

***Future NHL team may want this space, so need to make sure any Advertising Contract protects this possibility.**

MAIN CONCOURSE

- Above Food & Beverage concession booths (11 locations)
- On colour band/walls above Exit stairwells to York Boulevard (approximately 10 locations)
- Above Exit stairwells leaving to Main Lobby on Bay Street (approximately 6 locations)
- Above Entrance/Exit doors in Lobby area to Jackson Square Plaza level (approximately 4 locations)

STREET LEVEL

- On concrete walls beside Copps Coliseum Box Office (approximately 3 locations)

OUTSIDE COPPS COLISEUM

- On top of Copps Coliseum electronic message centre pylon (3 locations)



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: HECFI EXECUTIVE COMMITTEE

FROM: Brian K. Conacher
Managing Director/CEO

DATE: March 28, 1988

SUBJECT: METHOD OF ADMINISTRATION OF THE HECFI
SPECIAL EVENTS SUBSIDY FUND

RECOMMENDATION:

1. That the final approval/rejection of all requests from the **HECFI Special Events Subsidy Fund** be the responsibility of the HECFI Executive Committee;
2. That **all requests** for subsidization under the HECFI Special Events Subsidy Fund **must** follow the **HECFI Special Events Subsidy Fund Guidelines and Procedures** and those that do not will not be processed by HECFI senior management unless instructed to do so by the HECFI Executive Committee;
3. That commitments against the HECFI Special Events Subsidy Fund for future years be permissable, subject to the approval of the HECFI Executive Committee.

BACKGROUND:

- The HECFI Special Events Subsidy Fund has been in existence in one form or another since 1986.
- The administration and management of the HECFI Special Events Subsidy Fund has been very difficult at times for HECFI senior management to effectively and efficiently manage it.
- As a result, and after much discussion between HECFI senior management, it was recommended to the HECFI Board of Directors at their meeting February 12, 1988:

1. That the HECFI Special Events Subsidy Fund for 1988 be funded with \$275,000. (includes up to a maximum of \$75,000. for Parking Subsidy) from the HECFI 1987 Operating Surplus.
 2. That the HECFI Special Events Subsidy Fund (includes up to a maximum of \$75,000. for Parking Subsidy) will be funded for 1988 only and the HECFI Special Events Subsidy Fund will be discontinued after 1988.
- In Recommendation No. 2, it was suggested that the HECFI Special Events Subsidy Fund be **discontinued** after 1988 and that all commitments for 1989 and future years, as they apply to HECFI facility use, would be dealt with in the future Operating Budgets of each of the three HECFI facilities. HECFI senior management believes that this would create a better and more manageable situation.
 - However, in discussion of the HECFI Special Events Subsidy Fund recommendations at the HECFI Board of Directors' meeting February 12, 1988 management was instructed, in conjunction with the HECFI Executive Committee, to determine a manageable way to continue the HECFI Special Events Subsidy Fund, as the HECFI Board of Directors wants the continuation of the HECFI Special Events Subsidy Fund.
 - At the meeting of City Council on April 14, 1987 it was approved that HECFI assume "sole authority and control" for the Special Events Subsidy Fund.
 - By memo dated May 14, 1987 I prepared and circulated the **Guidelines and Procedures and Application Form** for the HECFI Special Events Subsidy Fund (see attached).
 - I believe that the current **HECFI Special Events Subsidy Fund Guidelines and Procedures** are generally adequate. However, the main problem is to get all people to follow them.
 - There are two main management problems as the HECFI Special Events Subsidy Fund is currently administered:
 1. Very often requests for HECFI Special Events Subsidy Fund assistance are not received or processed in advance;



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

MEMO TO: HECFI EXECUTIVE COMMITTEE

FROM: Brian K. Conacher
Managing Director/CEO

DATE: March 28, 1988

SUBJECT: METHOD OF ADMINISTRATION OF THE HECFI
SPECIAL EVENTS SUBSIDY FUND

RECOMMENDATION:

1. That the final approval/rejection of all requests from the **HECFI Special Events Subsidy Fund** be the responsibility of the HECFI Executive Committee;
2. That **all requests** for subsidization under the HECFI Special Events Subsidy Fund **must** follow the **HECFI Special Events Subsidy Fund Guidelines and Procedures** and those that do not will not be processed by HECFI senior management unless instructed to do so by the HECFI Executive Committee;
3. That commitments against the HECFI Special Events Subsidy Fund for future years be permissible, subject to the approval of the HECFI Executive Committee.

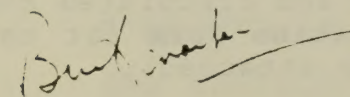
BACKGROUND:

- The HECFI Special Events Subsidy Fund has been in existence in one form or another since 1986.
- The administration and management of the HECFI Special Events Subsidy Fund has been very difficult at times for HECFI senior management to effectively and efficiently manage it.
- As a result, and after much discussion between HECFI senior management, it was recommended to the HECFI Board of Directors at their meeting February 12, 1988:

1. That the HECFI Special Events Subsidy Fund for 1988 be funded with \$275,000. (includes up to a maximum of \$75,000. for Parking Subsidy) from the HECFI 1987 Operating Surplus.
 2. That the HECFI Special Events Subsidy Fund (includes up to a maximum of \$75,000. for Parking Subsidy) will be funded for 1988 only and the HECFI Special Events Subsidy Fund will be discontinued after 1988.
- In Recommendation No. 2, it was suggested that the HECFI Special Events Subsidy Fund be **discontinued** after 1988 and that all commitments for 1989 and future years, as they apply to HECFI facility use, would be dealt with in the future Operating Budgets of each of the three HECFI facilities. HECFI senior management believes that this would create a better and more manageable situation.
 - However, in discussion of the HECFI Special Events Subsidy Fund recommendations at the HECFI Board of Directors' meeting February 12, 1988 management was instructed, in conjunction with the HECFI Executive Committee, to determine a manageable way to continue the HECFI Special Events Subsidy Fund, as the HECFI Board of Directors wants the continuation of the HECFI Special Events Subsidy Fund.
 - At the meeting of City Council on April 14, 1987 it was approved that HECFI assume "sole authority and control" for the Special Events Subsidy Fund.
 - By memo dated May 14, 1987 I prepared and circulated the **Guidelines and Procedures and Application Form** for the HECFI Special Events Subsidy Fund (see attached).
 - I believe that the current **HECFI Special Events Subsidy Fund Guidelines and Procedures** are generally adequate. However, the main problem is to get all people to follow them.
 - There are two main management problems as the HECFI Special Events Subsidy Fund is currently administered:
 1. Very often requests for HECFI Special Events Subsidy Fund assistance are not received or processed in advance;

2. The funding for the HECFI Special Events Subsidy Fund is provided one year at a time (current year), while many of the requests and commitments (especially conventions and requests near one year end and prior to the next year's funding) are for events up to several years in the future.
- The biggest problem in managing the HECFI Special Events Subsidy Fund is processsing some requests for approval in advance. In particular, often the Hamilton Convention Centre's sales staff make commitments to prospective clients/users (particularly conventions) as part of their negotiations which after the fact may be justifiable for subsidization from the HECFI Special Events Subsidy Fund. In these cases, HECFI Special Events Subsidy Fund approval should be sought in advance wherever possible, and if not in advance, as soon as possible after the commitment is made. It is important that HECFI senior mmanagement does not wait to seek approval a few months before an Event when a commitment may have been made several months or even years in advance.
 - If HECFI senior management's proposed recommendations for the better administration and management of those HECFI Special Events Subsidy Fund are accepted, all that would be required in the current **HECFI Special Events Subsidy Fund Guidelines and Procedures** will be to change all references from the HECFI Board of Directors and HECFI and HECFI Audit & Finance Committee to the HECFI Executive Committee.

Respectfully submitted,



Brian K. Conacher
Managing Director/CEO

Attachments



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and Convention
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Tel. 416 527-7900

MEMO

FOR INFORMATION

TO: MAYOR ROBERT MORROW
MEMBERS OF CITY COUNCIL
HECFI BOARD OF DIRECTORS
MR. LOU SAGE
CITY CLERKS OFFICE

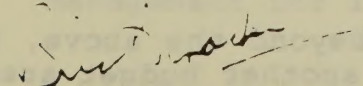
FROM: BRIAN K. CONACHER, Managing Director/CEO

DATE: May 14, 1987

SUBJECT: HECFI SPECIAL EVENTS SUBSIDY FUND

- At the meeting of City Council on April 14, 1987 it was approved that HECFI assume the "sole authority and control" for the **Special Events Subsidy Fund**.
- In order to clarify the procedure the guidelines and Application Form have been re-drafted.
- The most important aspect to be kept in mind is that all Applications for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved or rejected prior to the Event taking place.
- All Applications for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** also receive HECFI Board approval/rejection and so it is very important that these Applications are submitted as far in advance of the Event as possible.

Respectfully submitted,


Brian K. Conacher
Managing Director/CEO



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HECFI SPECIAL EVENTS SUBSIDY FUND

GUIDELINES & PROCEDURES

CRITERIA TO QUALIFY:

- For an event to qualify as a "Special Event" in one or more of the HECFI facilities (Hamilton Place Theatre, Hamilton Convention Centre, Copps Coliseum) for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND, it must be an event which will provide a direct benefit to the City of Hamilton, the local economy and community at large (Examples : major conventions, political conventions, national and international events, some special local events).
- Final determination as to whether an event qualifies as a "Special Event" and the amount of subsidization is subject to the approval/rejection of the HECFI Board of Directors.

LIMITATIONS OF SUBSIDIZATION:

- If a request/proposal is approved as a "Special Event", the following should be the limitations of subsidization:
 - the maximum subsidization should be limited to the full normal licence/rental fee for the use of the facility(ies);
 - never subsidize Event Staff and Event Sheet Charges as these are actual out-of-pocket operating costs of the facility(ies);
 - never subsidize Food & Beverage Services;
 - never subsidize Ticket Box Office charges;
 - n e v e r m a k e a n y f i n a n c i a l contribution/donation to the event.

*If the City of Hamilton wants to go beyond the above, it should be done totally separately and out of another budget area.

HECFI SPECIAL EVENTS SUBSIDY FUND
GUIDELINES & PROCEDURES

Page 2

PROCEDURE TO SCREEN REQUESTS:

- All requests/proposals for subsidization that involve the use of one or more of the HECFI facilities, whether originating internally or externally, must be re-directed immediately to the HECFI Managing Director/Chief Executive Officer.
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then contact the person(s)/organization directly and proceed to collect the information in writing in order to assist in documenting and determining why it is felt that the event should or should not qualify to be a "Special Event" and be eligible for subsidization.
- Some person(s)/organization(s) will be required to document in writing why it is felt that their event should qualify to be a "Special Event".
- The HECFI Managing Director/Chief Executive Officer in conjunction with the pertinent facility Director(s) will then prepare the HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORM including their recommendation of approval or rejection.
- All HECFI SPECIAL EVENTS SUBSIDY FUND APPLICATION FORMS, regardless of whether the HECFI management recommendation is for approval or rejection will be brought forward to the HECFI Audit & Finance Committee for its review and consideration.
- The HECFI Audit & Finance Committee will then bring forward its recommendation to the next HECFI Board of Directors meeting.
- Those events which qualify and are approved by the HECFI Board of Directors as "Special Events" and are to receive some subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND will then be referred back to HECFI management for implementation.

**HECFI SPECIAL EVENTS SUBSIDY FUND
GUIDELINES & PROCEDURES**

Page 3

MISCELLANEOUS:

- The "Special Event" user must acknowledge in its advertising/promotional material the assistance of THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. and THE CORPORATION OF THE CITY OF HAMILTON.
- Whenever subsidization is approved for a "Special Event", the subsidization amount will be transferred out of the HECFI SPECIAL EVENTS SUBSIDY FUND over to the pertinent facility(ies) to off-set what would otherwise be a loss of normally anticipated revenue.

April, 1987



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and Convention
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101 York Boulevard
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Canada L8R 3L4
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HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



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HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: _____
2. EVENT DATE(S): _____
3. FACILITY(IES): _____

4. HECFI MANAGEMENT RECOMMENDATION:

Date: _____, 19__

5. HECFI AUDIT & FINANCE COMMITTEE RECOMMENDATION:

Date: _____, 19__

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

Full Legal Name Required of Person(s)/Organization(s) _____

Address: _____

Postal Code Telephone Number

Contact Person(s): _____

Postal Code Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes

☐
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|--------------------------|--------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☐ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☐ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

Name

Address

Telephone

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? _____

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐ No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☐

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

_____ people x _____ days x \$ _____ + =\$ _____

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☐

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ _____

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ _____

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☐

26. HECFI MANAGEMENT APPROVALS:

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance
& Administration - _____ Date: _____

Managing Director/
CEO _____ Date: _____

*Check box if support documentation attached -

April, 1987



Hamilton
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and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: HECFI BOARD OF DIRECTORS

FROM: HECFI EXECUTIVE COMMITTEE

DATE: May 20, 1988

SUBJECT: HECFI 1987 ANNUAL REPORT

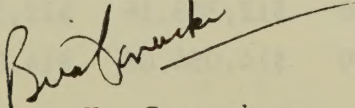
RECOMMENDATION:

That the **HECFI 1987 ANNUAL REPORT** draft layout and format be approved and further that **2,500 copies** be produced and printed with four colour outside and inside covers and one colour text at a maximum cost of **\$25,170.62** including all applicable taxes.

BACKGROUND:

- At the HECFI EXECUTIVE COMMITTEE meeting May 11, 1988 a draft layout and format for the HECFI 1987 ANNUAL REPORT was presented as requested.
- Review and discussion took place, particularly with respect to cost and quantities (see attached OK&D quotations).
- It was decided to recommend to the full HECFI Board of Directors that 2,500 copies be produced and printed at a maximum cost of \$25,170.62 including all applicable taxes. The layout and format would be four colour outside and inside covers and one colour text.

Respectfully submitted on behalf of the HECFI EXECUTIVE COMMITTEE.


Brian K. Conacher
Managing Director/CEO

Attachments



Olynyk, King & Duda Advertising Inc.

477 Main St. E. Hamilton Ontario L8N 1K1 Telephone 416 525-8437

ESTIMATE

No 00511

Client HECFI Hamilton Entertainment and Convention Facilities

Job No./
Dossier Annual Report

Date May 10, 1988

We are pleased to submit the following quotation regarding the printing and production of the HECFI ANNUAL REPORT

PRODUCTION

Concepts and Agency Consultation	\$ 1,500.00
Copywriting	\$ 600.00
Layout	\$ 2,000.00
Typesetting	\$ 1,200.00
Stats	\$ 275.00
Camera ready artwork and assembly	\$ 1,650.00
Photography (Includes group staff photos, interiors and directors photos)	\$ 3,000.00
	<u>\$ 10,225.00</u>

F.S.T. \$ 1,227.00
P.S.T. \$ 916.16

TOTAL \$ 12,368.16

- VERSION #1 - Four colour outside cover, one colour text and inside covers
VERSION #2 - Four colour outside and inside covers, one colour text
VERSION #3 - Four colour throughout
VERSION #4 - Four colour cover, four pages of four colour text(printer to advise pages), four pages of two colour text for financial sections.

	VERSION#1	VERSION#2	VERSION#3	VERSION #4
PRODUCTION TOTAL	\$12,368.16	\$12,368.16	\$12,368.16	\$12,368.16
COLOUR SEPARATIONS (IF APPLICABLE) NEGATIVES AND COLOUR KEYS TOTAL	\$ 7,651.68	\$ 8,300.59	\$14,054.08	\$14,054.08
PRINTING TOTAL - 1,000	\$ 3,260.47	\$ 3,318.19	\$ 4,626.07	\$ 5,803.92
2,500	\$ 4,384.15	\$ 4,501.87	\$ 5,338.87	\$ 7,235.35

Continued.../2



Olynyk, King & Duda Advertising Inc.

Continued.../2

477 Main St E Hamilton Ontario L8N 1K1 Telephone 416-525-8437

ESTIMATE

No 00514

Client HECFI Hamilton Entertainment and Convention Facilities Inc.

Job No./
Dossier Annual Report

Date May 10, 1988

PRINTING, PRODUCTION AND FILMWORK TOTALS

VERSION #1 - 1,000 Annual Reports	\$ 23,280.31	Approximately \$ 23.28 each
VERSION #1 - 2,500 Annual Reports	\$ 24,403.99	Approximately \$ 9.76 each
VERSION #2 - 1,000 Annual Reports	\$ 23,986.94	Approximately \$ 23.98 each
VERSION #2 - 2,500 Annual Reports	\$ 25,170.62	Approximately \$ 10.06 each
VERSION #3 - 1,000 Annual Reports	\$ 31,048.31	Approximately \$ 31.04 each
VERSION #3 - 2,500 Annual Reports	\$ 31,761.11	Approximately \$ 12.70 each
VERSION #4 - 1,000 Annual Reports	\$ 32,226.16	Approximately \$ 32.22 each
VERSION #4 - 2,500 Annual Reports	\$ 33,657.59	Approximately \$ 13.46 each

Prices include all applicable taxes.

Thank you.

Sincerely,
OLYNYK, KING AND DUDA ADVERTISING INC.

Deborah Beamish
Account Executive



Hamilton
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101 York Boulevard
Hamilton, Ontario
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Tel. 416 527-7900

May 2, 1988

Report to the Executive Committee
from the Director of Finance and Administration

Record Financial Results for Copps Coliseum

The first quarter of 1988 was the best quarter ever for Copps Coliseum in terms of:

- (1) total revenue;
- (2) the bottom line - total revenue less total expenditures;
- (3) total number of performances; and
- (4) attendance.

The previous best quarter in terms of total revenue was the fourth quarter of 1987 with \$600,243 in total revenue. Total revenue for the first quarter of 1988 was \$749,130 which was \$148,887 or 24.8% higher.

The previous best quarter in terms of the bottom line (total revenue less total expenditures) was the third quarter of 1987 with a reported figure of \$117,262. The bottom line for the first quarter of 1988 was \$231,555 which was \$114,293 or 97.5% higher.

The previous best quarter in terms of the total number of performances and total attendance was the first quarter of 1986. A comparison of that quarter with the first quarter of 1988 is as follows:

	<u>First Quarter</u>		<u>Increase</u>	
	<u>1986</u>	<u>1988</u>	<u>Over 1986</u>	<u>1986</u>
			<u>Amount</u>	<u>%</u>
Number of Performances	43	52	9	20.9
Attendance	275,236	303,982	28,746	10.4

The month of March, 1988 was the second best month ever in terms of the bottom line, total number of performances and attendance. In respect of total actual revenue, however, the month of March 1988, was the best month ever with actual revenue for the month being \$327,470 which exceeded the previous record month of March, 1987 by \$3,815 or 1.2%.

Parking Subsidization

The Committee may recall that City Council on January 26, 1988 approved:

- (1) having the administration of the parking subsidization transferred to the Tourism and Convention Division of the Regional Economic Development Department; and
- (2) funding the programme in 1988 up to \$75,000 from the HECFI Special Events Subsidy Fund with the Region of Hamilton-Wentworth being responsible for funding the programme in 1989 and beyond.

I understand that the Regional Finance and Personnel Committee at their April 13th meeting took no action on the above recommendation and requested that the C.A.O. of the Region convene a meeting of staff from the Economic Development and Planning Department, the Regional Finance Department, HECFI and the Parking Authority to further discuss the matter.

In the interim, until Regional Council approves the transfer of this function, HECFI is continuing to administer the programme.

Introduction of MSA Software

The Committee will recall that we utilize the City's data processing system to record our accounting transactions including the issuance of cheques, purchase orders and sales invoices. With that as background information, I wish to advise the Committee that City staff have selected the MSA System as their new financial accounting package and intend to have it operational by January 1, 1989.

The implications to HECFI are that, commencing June 1, 1988, a significant amount of senior staff time in my department will be spent on first understanding the new system, and then planning the conversion and implementation of this new system. Additional costs may be required for training as well as possibly the leasing or purchasing of a few computer terminals for the department.

Accrual Accounting

HECFI's and CUP's monthly financial statements are prepared on an accrual basis of accounting. In doing so, numerous adjusting memo entries are required on a monthly basis in order to provide the Committees, the Board and Management with reliable and reasonable financial information.

For the first quarter of 1988, a summary reconciliation of the magnitude and effect of these adjustments are as follows:

	(A) Preliminary Results Before <u>Adjustments</u>	(B) Accrual Adjust- ments <u>ments</u>	Final Results Columns (A) Plus <u>(B)</u>
<u>HECFI</u>			
Revenue	\$1,576,187	\$ 176,339	\$1,752,526
Less Expenditures	<u>1,353,784</u>	<u>598,981</u>	<u>1,952,765</u>
Excess (Deficiency) of Revenue over Expenditures Before The Municipal Contribution	\$ <u>222,403</u>	\$ <u>(422,642)</u>	\$ <u>(200,239)</u>
<u>CUP</u>			
Expenditures			
Net Recoveries	\$ <u>437,584</u>	\$ <u>187,978</u>	\$ <u>625,562</u>

Hopefully, my brief summary above provides the Committee with some appreciation not only of the magnitude of the task my department faces on a monthly basis in preparing financial statements on an accrual basis of accounting but also the necessity of doing so.


John A. Leuser, C.A.
Director of Finance
and Administration



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FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
✓ HECFI EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: April 22, 1988

SUBJECT: MARKETING SERVICES REPORT - APRIL 1988

During the past month, the Marketing Services Department has been busy initiating and undertaking a number of projects which include the annual report, ad layouts, research, media presentation campaigns, hiring of staff, liaison with the ad hoc agency (Olynyk, King & Duda), newsletters and sales brochures plus the day to day promotion and advertising of Hamilton Place Theatre attractions.

1987 HECFI ANNUAL REPORT

- The HECFI Managing Director/CEO reported back after getting direction from the HECFI Executive Committee April 6, 1988 and the HECFI Board of Directors April 15, 1988.
- OK & D were given instructions as to layout, design and content.
- We are currently awaiting a complete draft layout and three revised quotations.
- Arrangements are being made to have the necessary photographs taken.

FACILITY AD LAYOUTS FOR PUBLICATIONS

- After review and approval of the initial ad concepts/layouts at the three facility committee meetings in March, OK & D are now in the final stages of completing the revisions and adjustments to the ads.
- These ads will be ready for insertion in the May issue of Performance Magazine and the June issues of Canadian Associations, Successful Meetings and Amusement Business magazines.
- Upon completion of these initial ads, OK & D will proceed with final layouts for the remainder of the ad campaign.

HIRING OF THIRD MARKETING SERVICES CO-ORDINATOR

- Over 30 hours were devoted to the 53 interviews conducted by Mr. N. Marshall and Ms. M. Webb - very time consuming but necessary.
- For personal reasons the primary candidate was unable to accept the position.
- We are now in the process of re-interviewing our second choice; a candidate we feel is well qualified for the position.

RESEARCH

- An exploratory meeting has been held, with Mr. B. Penfold, Mr. B. Conacher, Mr. N. Marshall, Ms. M. Webb and Hendershot Research Consultants, regarding the feasibility of research being done for the Hamilton Convention Centre.
- Should the research be undertaken by Hendershot Research Consultants or a similar research company, this would be considered step one of a two step process. A joint study, relative to Hamilton Place Theatre and Copps Coliseum would be the second step.
- All discussion is in the very preliminary stages.

HECFI PROMOTION FOLDER

- Following discussion between Mr. B. Conacher and the three facility directors regarding a "combined HECFI facility" folder, the Marketing Services Department, as directed by Mr. B. Conacher, has instructed OK & D to prepare a pencil layout.
- This folder could be used now with the existing facility brochures and with three new brochures to be created later as the budget permits.
- The four promotion pieces would be completed within a two year period.

MEDIA PRESENTATIONS WITH HAMILTON PLACE ATTRACTIONS

- Negotiations have been finalized for "PRESENTS" with CHCH-TV, CKDS Radio and CHAM Radio with respect to the following May shows - Statler Brothers, Nana Mouskouri, Spitfire Band, Elvis Wade and Ronnie Hawkins.
- Free promotion valued at over \$38,000. has been confirmed for these five acts.

SIGNAGE

- Meetings have taken place with Media Com, Gallop & Gallop and Mallcom Media regarding special poster billboards in Oakville, Mississauga, Burlington and Milton locations for Copps Coliseum and Hamilton Place events.
- We are now waiting for proposals from the three companies.

COPPS COLISEUM MONTHLY NEWSLETTER

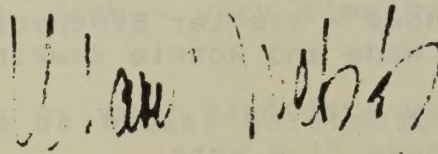
- Following a meeting with Mr. N. Marshall, Mr. B. Conacher and Ms. M. Webb, Marketing Services is at present working on a layout for a new cover format for the Copps Coliseum monthly newsletter.

- The objective is to upgrade the newsletter but still provide a format that will accommodate the four day turnover time needed for the writing and distribution.
- An "in house" project.

SALES BROCHURE FOR WINDOW ADVERTISING
AT THE HAMILTON CONVENTION CENTRE

- As requested by Mr. B. Penfold, Marketing Services has prepared a preliminary layout plus copy for a brochure to assist the Hamilton Convention Centre Sales Department in obtaining advertisers for the 14 display windows.
- Layout and quotations are now waiting approval.

Respectfully submitted,



MW:mgm

Mary Webb,
Manager of Marketing Services.

Give HECFI *Hamilton Entertainment & Convention Facilities* annual report *- general* *Spec. April 16/88 p. C2* color: Murray

By JANE COUTTS
The Spectator

BLACK AND white can't do justice to the colorful events run by Hamilton Entertainment and Convention Facilities Inc., a Hamilton alderman says.

But the HECFI board is questioning whether it can justify the higher cost of a full-color annual report.

Alderman Tom Murray told HECFI's board of directors yesterday no expense should be spared in preparing the organization's annual report.

"I personally would like this report to be done first class, properly — it's the first one," Mr. Murray told HECFI's regular monthly meeting yesterday.

The board's executive committee had recommended the annual report be prepared in black and white with color confined to the cover.

Alderman Brian Hinkley, chairman of HECFI's board of directors, told Mr. Murray it was felt the cost of a full-color report couldn't be justified.

"We are purely talking about cost here — an annual report in full color, with the number of pages we're looking, at would quadruple the cost," he said.

"Instead of \$10,000-\$11,000 it would be \$40,000-\$50,000 and the committee felt that was too expensive."

Mr. Murray said the report would be a valuable marketing tool for Copps Coliseum and should be as impressive as possible.

Committee member Mary Dow suggested much could be done without increasing the amount of color used by printing on different colored pages and running pictures on the back as well as the inside covers.

Alderman John Gallagher suggested the committee defer its decision until a draft version of the report is presented at a later meeting.

Later in the meeting, Mr. Gallagher objected to final approval of promotional plans for the three divisions of HECFI being given by subcommittees of the board.

The Coliseum committee, Hamilton Place committee and Hamilton Convention Centre committee have all given the nod to a series of advertisements planned for trade publications.

The ads are aimed at people organizing performers' tours, sporting events, conventions and trade shows, HECFI executive director Brian Conacher said.

"Primarily, they're for magazines, business and performance magazines," he said. "Many of them are annual guides that are sort of a bible in the industry and you need a presence in them," he said.

One ad, aimed at attracting country music acts, features a picture of a wheat field and lists the advantages of the Coliseum and the Great Hall of Hamilton Place for country music shows.

Other ads are to have pictures of a cork popping from a bottle for pop music, popcorn and balloons for family shows and a pennant and referee's whistle for sporting events.

Mr. Gallagher said he thought the ads were too important to be approved by subcommittees without the final approval of the full board and it was voted in future, final approval will come from the full board.



Brian Hinkley: too costly

leaders.

It is expected Mr. Peterson's speech will deal with economic issues and trade.

The luncheon is at 12.15 p.m. in the third floor Chedoke Room of the King Street West convention centre.

Tickets for members or guests are \$20.

SPECTATOR SUMMER FUND



RAISED
TO DATE
\$21,725

Shows group kicks in \$20,000

WHEN SKIPPING ropes, skateboards and basketballs appear out of the blue in the schoolyard, can summer holidays be far away?

Perhaps not, but more than two months can seem like an eternity when you're a 9-year-old fidgeting at your desk.

The Canadian National Sportsmen's Shows is out to soothe those spring fever blues with a \$20,000 do-



That t

By MAUREEN MURRAY
The Spectator

"DID I leave my peanut butter there?" the woman inquired over the telephone.

The person on the other end of the line isn't a grocery store clerk, but a Revenue Canada employee.

During the rites of spring called tax time the questions — from the trivial to the bizarre — pour in by the thousands.

Last month Revenue Canada's 300,000 calls and visits from anxious taxpayers, a public affairs spokesman said.

During the tax rush the office is busy. Each line can hold two calls waiting. The phone system can handle up to 90 calls.

Until April 21, taxpayers can call Mon.-Thurs. and up to 8 p.m. until April 21. Although it quite often seems longer, the average to get their call answered is 10 minutes, a collection said. "I'm not saying it's always that quick," Mr. Curley added.

In addition, 14 employees are assigned to answer questions from worried taxpayers.

Ms Dickey said most queries concern RRSPs, Canada savings bond, first home ownership deduction and the child tax credit.

Then there are the memorable calls that staff to view them almost as routine.

The woman who recently called had been in the office earlier in the year.

"She had her groceries and she forgot to take them out of the bag," Mr. Curley said.

The same day a man called to ask for help in mentally infirm enabling her to pay taxes.

Another caller, when asked by Revenue Canada, responded: "No, Newfoundland."

But Ms Dickey said Revenue Canada is not a laughing matter because what may seem comical is shrouded in an enigma to a taxpayer. "It's a mystery," she said.

Mr. Curley said the only calls were from belligerent taxpayers.

"We get a lot more of the abuse type than the typical example of shooting

machine

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE
FIRST QUARTER ENDED MARCH 31, 1988

Corporate	11,814	12,341	12,341
Coppe Coliseum	327,428	314,328	314,328
Hamilon Place	84,122	100,000	100,000
Centre	2,127,414	2,111,000	2,111,000
Hamilton Entertainment and Convention Facilities Inc.	2,549,778	2,537,669	2,537,669
Corporate	11,814	12,341	12,341
Coppe Coliseum	327,428	314,328	314,328
Hamilon Place	84,122	100,000	100,000
Centre	2,127,414	2,111,000	2,111,000
Hamilton Entertainment and Convention Facilities Inc.	2,549,778	2,537,669	2,537,669



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration DATE April 19, 1988
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) ALL ☒
Committees

Subject

Consolidated Unaudited Operating Results for HECFI for the First Quarter Ended March 31, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and first quarter ended March 31, 1988 were \$143,407 and \$336,201, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of March, 1988</u>	<u>For The First Quarter Ended March 31, 1988</u>
Hamilton Convention Centre	\$ 11,723	\$ 59,179
Hamilton Place	(29,625)	(16,803)
Copps Coliseum	89,170	164,794
Corporate	72,139	129,031
HECFI Total	<u>\$143,407</u>	<u>\$336,201</u>

An analysis of HECFI's revenue performance for the month and first quarter in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>A Comparison Of Actual With Budgeted Revenue For The Month of March, 1988</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 197,927	\$211,000	\$ (13,073)	(6.2%)
Hamilton Place	84,169	180,000	(95,831)	(53.2%)
Copps Coliseum	327,470	240,950	86,520	35.9%
Corporate	81,819	69,572	12,247	17.6%
HECFI Total	<u>\$ 691,385</u>	<u>\$701,522</u>	<u>\$ (10,137)</u>	<u>(1.4%)</u>

A Comparison Of 1988 Actual With 1987 Actual Revenue For The Month of March					Increase (Decrease) Over 1987	
	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>		<u>Percentage</u>	
Hamilton Convention Centre	\$ 197,927	\$215,879	\$ (17,952)		(8.3%)	
Hamilton Place	84,169	140,285	(56,116)		(40.0%)	
Copps Coliseum	327,470	323,655	3,815		1.2%	
Corporate	81,819	93,987	(12,168)		(12.9%)	
HECFI Total	<u>\$ 691,385</u>	<u>\$773,806</u>	<u>\$ (82,421)</u>		<u>(10.7%)</u>	

A Comparison Of Actual With Budgeted Revenue For The First Quarter Ended March 31, 1988					Increase (Decrease) Over Budget	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>		<u>Percentage</u>	
Hamilton Convention Centre	\$ 523,142	\$ 526,000	\$ (2,858)		(0.5%)	
Hamilton Place	295,293	420,000	(124,707)		(29.7%)	
Copps Coliseum	749,130	594,970	154,160		25.9%	
Corporate	184,961	159,869	25,092		15.7%	
HECFI Total	<u>\$1,752,526</u>	<u>\$1,700,839</u>	<u>\$ 51,687</u>		<u>3.0%</u>	

A Comparison Of 1988 Actual With 1987 Actual Revenue For The First Quarter Ended Mar. 31					Increase (Decrease) Over 1987	
	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>		<u>Percentage</u>	
Hamilton Convention Centre	\$ 523,142	\$ 544,867	\$ (21,725)		(4.0%)	
Hamilton Place	295,293	354,579	(59,286)		(16.7%)	
Copps Coliseum	749,130	522,432	226,698		43.3%	
Corporate	184,961	164,821	20,140		12.2%	
HECFI Total	<u>\$1,752,526</u>	<u>\$1,586,699</u>	<u>\$ 165,827</u>		<u>10.5%</u>	

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT MARCH 31, 1988

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$598,083
ACCOUNTS RECEIVABLE	\$705,310	ADVANCE TICKET SALES AND DEPOSITS	\$948,543
PREPAIDS	\$9,794	UNREDEEMED GIFT CERTIFICATES	\$102,260
INVENTORIES	\$86,809	TOTAL CURRENT LIABILITIES	\$1,648,886
DUE FROM CITY OF HAMILTON	\$865,473	RESERVES	\$35,000
TOTAL ASSETS	\$1,683,886	TOTAL LIABILITIES AND RESERVES	\$1,683,886

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CORPORATE (COMMON TO THREE FACILITIES)												
	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM						CONSOLIDATED		
	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	% of 1988 Annual Budget Spent or Achieved	Annual Budget For 1988	The Three Month Period Ended March 31 1987	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Actual	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Revenue	\$526,000	\$523,142	\$420,000	\$295,293	\$594,970	\$749,130	\$159,869	\$184,961	\$1,700,839	\$1,752,526	\$6,520,600	26.9%	\$1,586,639
Expenditures	\$708,573	\$646,536	\$563,232	\$455,328	\$528,209	\$517,575	\$437,265	\$333,326	\$2,237,279	\$1,952,765	\$8,966,560	21.8%	\$1,871,725
Excess of Expenditures Over Revenue	\$182,573	\$123,394	\$143,232	\$160,035	(\$66,761)	(\$231,555)	\$277,396	\$148,365	\$536,440	\$200,239	\$2,445,960	8.2%	\$285,026
Contribution from the City of Hamilton	\$182,573	\$182,573	\$143,232	\$143,232	(\$66,761)	(\$66,761)	\$277,396	\$277,396	\$536,440	\$536,440	\$2,445,960	21.9%	\$602,437
Budgetary Surplus(Deficit) @ March 31	\$59,179			(\$16,803)		\$164,794		\$129,031	\$336,201				\$317,411
LESS Budgetary Surplus(Deficit) @ February 29	\$47,456			\$12,822		\$75,624		\$56,892	\$192,794				\$105,596
Budgetary Surplus Increase(Decrease) Over Previous Month	\$11,723			(\$29,625)		\$89,170		\$72,139	\$143,407				\$211,815

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	The Month of March 1988	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	The Month of March 1988	The Three Month Period Ended March 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS AND LICENCE FEES	\$387,100	\$31,355	\$77,420	\$42,989	\$112,879	29.2%	\$113,086
OTHER RENTALS	21,000	1,701	4,200	1,642	5,644	26.9%	6,161
FOOD AND BEVERAGE SALES	2,079,500	166,640	415,303	138,054	370,795	17.8%	394,177
RECOVERIES	82,000	6,641	16,398	5,869	17,364	21.2%	20,636
OTHER REVENUE	62,400	4,663	12,679	9,373	16,460	26.4%	10,807
	\$2,632,000	\$211,000	\$526,000	\$197,927	\$523,142	19.9%	\$544,867
EXPENDITURES							
ADMINISTRATION	\$319,690	\$26,690	\$80,070	\$24,809	\$74,497	23.3%	\$73,635
BUILDING MAINTENANCE	385,590	32,495	93,685	32,145	78,634	20.4%	85,253
OPERATIONS	105,180	8,845	25,841	8,285	23,171	22.0%	19,729
SECURITY	107,000	9,390	25,222	8,696	25,878	24.2%	24,438
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	10,720	33,058	8,567	30,820	24.1%	28,517
FOOD AND BEVERAGE - KITCHEN	853,040	68,895	182,519	56,495	163,261	19.1%	177,950
FOOD AND BEVERAGE - BANQUET	932,950	75,883	201,390	69,482	190,029	20.4%	179,718
MACNAB ARMS	0	0	0	0	0	0.0%	4,619
MARKETING	266,490	22,430	66,788	22,073	60,246	22.6%	61,096
	\$3,097,620	\$255,348	\$708,573	\$230,552	\$646,536	20.9%	\$654,955
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$465,620	\$44,348	\$182,573	\$32,625	\$123,394	26.5%	\$110,088

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Percentage of Total 1988 Annual Budget Spent or Achieved	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1987
	(1)	(2)	(3)	(4)	(5)	(6)			
REVENUE									
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$335,000	\$41,315	\$87,054	\$19,029	\$62,450	18.6%			\$62,135
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	9,941	18,361	9,631	18,458	30.3%			10,923
OTHER RENTALS	77,950	6,494	19,480	5,312	16,240	20.8%			14,865
FOOD AND BEVERAGE SALES	156,400	16,733	38,939	8,583	30,269	19.4%			26,259
RECOVERIES	964,750	98,652	235,824	37,274	152,459	15.8%			222,943
OTHER REVENUE	88,100	6,865	20,342	4,340	15,417	17.5%			17,454
	\$1,683,200	\$180,000	\$420,000	\$84,169	\$295,293	17.5%			\$354,579
EXPENDITURES									
ADMINISTRATION	\$426,250	\$33,925	\$110,469	\$29,720	\$99,725	23.4%			\$91,394
MAINTENANCE	267,090	22,664	66,734	27,584	65,829	24.6%			75,754
MEETING ROOMS	4,800	400	1,200	0	30	0.6%			900
FRONT OF HOUSE	142,280	14,631	35,441	8,681	27,511	19.3%			24,316
OPERATION - SPECIFIC SHOW EXPENSES	782,610	79,855	190,445	25,920	124,649	15.9%			146,300
SECURITY	62,600	6,133	15,602	4,724	12,677	20.3%			13,511
STAGE - PROPERTY	337,260	28,319	84,286	28,330	79,800	23.7%			75,389
SHOW PROMOTIONS	124,880	12,841	31,116	15,606	29,933	24.0%			36,265
BEVERAGE AND CATERING SERVICE	112,220	12,006	27,939	4,003	15,174	13.5%			17,495
	\$2,259,990	\$210,774	\$563,232	\$144,568	\$455,328	20.1%			\$481,324
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$576,790	\$30,774	\$143,232	\$60,399	\$160,035	27.7%			\$126,745

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For	
	Operating Results For		Operating Results For		Operating Results For	
	The Month of March 1988	The Three Month Period Ended March 31 1988	The Month of March 1988	The Three Month Period Ended March 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Three Month Period Ended March 31 1987
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$724,000	\$97,500	\$150,932	\$361,868	50.0%	\$259,695
OTHER RENTALS	205,500	14,500	7,438	14,790	7.2%	7,498
FOOD AND BEVERAGE CONCESSIONS	300,000	52,000	70,993	167,144	55.7%	114,260
RECOVERIES	453,800	73,200	78,400	172,603	38.0%	129,771
OTHER REVENUE	38,100	3,750	19,707	32,725	85.9%	11,208
	\$1,721,400	\$240,950	\$327,470	\$749,130	43.5%	\$522,432
EXPENDITURES						
ADMINISTRATION	\$351,830	\$28,850	\$27,999	\$80,006	22.7%	\$77,979
MAINTENANCE	570,500	58,273	61,111	173,248	30.4%	138,096
EVENT PLANNING/OPERATIONS	520,440	63,291	53,630	143,512	27.6%	111,386
HAUSE PAYROLL	94,300	18,779	21,547	38,338	40.7%	23,148
SECURITY	198,920	20,716	24,842	62,478	31.4%	49,589
SOUVENIRS	0	0	200	200	0.0%	0
MARKETING	91,080	7,041	4,971	19,793	21.7%	21,773
	\$1,827,070	\$196,950	\$194,300	\$517,575	28.3%	\$421,971
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$105,670	(\$44,000)	(\$133,170)	(\$231,555)	0.0%	(\$100,461)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	Operating Results For			Operating Results For			
	The Month of March 1988	The Three Month Period Ended March 31 1988	The Month of March 1988	The Three Month Period Ended March 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Three Month Period Ended March 31 1987	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
REVENUE							
BOX OFFICE REVENUE	\$423,000	\$64,489	\$144,619	\$76,819	\$169,961	40.2%	\$149,821
OTHER REVENUE	61,000	5,083	15,250	5,000	15,000	24.6%	15,000
	\$484,000	\$69,572	\$159,869	\$81,819	\$184,961	38.2%	\$164,821
EXPENDITURES							
ADMINISTRATION	\$709,540	\$58,333	\$180,351	\$47,895	\$156,327	22.0%	\$168,385
MARKETING	636,290	56,409	128,580	19,766	67,189	10.6%	45,616
BOX OFFICE	436,050	50,872	128,334	38,061	109,810	25.2%	99,473
	\$1,781,880	\$165,614	\$437,265	\$105,722	\$333,326	18.7%	\$313,474
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS							
	\$1,297,880	\$96,042	\$277,396	\$23,903	\$148,365	11.4%	\$148,653

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE FIRST QUARTER

ENDED MARCH 31, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration
Name & Title

DATE April 19, 1988

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: B O A R D ☐

(OR)

Copps Coliseum & Executive
Committees

☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant
(C.U.P.) for the First Quarter Ended March 31, 1988.

COMMENTS

The budgetary surpluses (deficits) for the first quarter ended
March 31, 1988 is approximately (\$1,969) and \$7,151,
respectively.

The surplus of \$7,151 arose primarily due to salary, wage and
benefit costs savings resulting from position vacancies in the
department and reduced overtime costs for Local 772 employees.

John A. Leuser
John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For
	Operating Results For	The Three Month Period Ended March 31 1988	The Three Month Period Ended March 31 1988	Operating Results For	The Three Month Period Ended March 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Annual 1988 Budget							
OPERATIONS	\$871,000	\$72,581	\$217,747	\$61,638	\$187,560	21.5%	\$162,659
RECOVERY FROM USERS	(573,000)	(46,702)	(136,610)	(52,277)	(158,878)	27.7%	(145,397)
MAINTENANCE	397,970	33,162	99,482	34,007	88,255	22.2%	96,384
CITY HALL	220,500	14,596	39,031	15,781	51,714	23.5%	41,777
HAMILTON CENTRAL LIBRARY	250,640	20,245	62,595	20,889	70,559	28.2%	65,535
HAMILTON FARMERS MARKET	34,320	2,776	8,583	2,784	9,492	27.7%	8,742
HAMILTON CONVENTION CENTRE	263,310	25,614	72,444	23,563	74,350	28.2%	76,204
HAMILTON PLACE	250,050	22,127	77,272	24,451	84,724	33.9%	74,761
COPPS COLISEUM	302,250	27,546	83,180	39,391	91,069	30.1%	76,161
PEDESTRIAN ARCADE/OVERPASS	48,000	4,082	12,926	3,436	11,084	23.1%	12,327
ONTARIO GOVERNMENT BUILDING	204,850	16,938	48,446	18,542	55,235	27.0%	53,134
PARKING AUTHORITY - UNDERGROUND	90,000	7,198	22,669	9,353	32,907	36.6%	24,631
ART GALLERY	108,600	8,715	24,948	9,289	27,491	25.3%	27,116
EXPENDITURES TOTAL	\$2,468,490	\$208,878	\$632,713	\$210,847	\$625,562	25.3%	\$574,034
MUNICIPAL CONTRIBUTION	\$2,468,490	\$208,878	\$632,713	\$208,878	\$632,713	25.6%	\$705,214
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$0	(\$1,969)	\$7,151	-	\$131,180

NOTE: The expenditure detail on the above balances is available upon request.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: **HECFI EXECUTIVE COMMITTEE**

FROM: Brian K. Conacher
Managing Director/CEO

DATE: May 3, 1988

SUBJECT: **AMBASSADOR AWARDS DINNER**

- On May 3, 1988 I received a telephone call from Ms. Kathy Drewitt of the Hamilton and District Chamber of Commerce.
- She reported that at a recent meeting for the AMBASSADOR AWARDS DINNER they decided to place four (4) logos on all the printed material for the event:
 1. Hamilton and District Chamber of Commerce
 2. Regional Municipality of Hamilton-Wentworth
 3. City of Hamilton
 4. Hamilton Entertainment and Convention Facilities Inc.
- I indicated that Alderman Hinkley, HECFI Chairman of the Board was away until May 9, 1988, but that I would report the decision to the next HECFI Executive Committee meeting May 11, 1988.

Respectfully submitted,

Brian K. Conacher
Managing Director/CEO

cc: Alderman Brian Hinkley

URBAN MUNICIPAL
JUN 8 1988
GOVERNMENT DOCUMENTS

5.1.1 Executive Committee Minutes of April 6, 1988

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

April 6, 1988

11:00 a.m.

Hamilton Room

REGULAR SESSION

PRESENT: Ald. B. Hinkley, Chairman
Mr. W. McFarland, Vice-Chairman
Mayor R. Morrow
Mr. S. Cino
Ald. J. Gallagher
Ald. T. Murray

ALSO

PRESENT: Mr. B. Conacher, Managing Director/
Chief Executive Officer, HECFI
Mr. J. Leuser, Director of Finance
and Administration, HECFI
Mr. J. Crane, Director of
Copps Coliseum
Mr. W. Penfold, Director of
Hamilton Convention Centre
Mr. T. Burrows, Director of
Hamilton Place
Joan Mills, Committee Secretary

REGRETS: Mr. T. Yates

1. Chairman's Remarks and Motion to Move In-Camera

The Chairman welcomed everyone present and the meeting was called to order, commencing at 11:02 a.m. The Chairman wished to address the In-Camera Session at this time and it was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THAT NO ACTION BE TAKEN ON THE REPORT DATED MARCH 17, 1988 FROM MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO WITH RESPECT TO HECFI EXCESSIVE OVERTIME.

THAT MANAGEMENT BE GIVEN THE DISCRETION TO ADDRESS THE QUESTION OF OVERTIME BY USING SUCH METHODS AS GRANTING TIME-OFF-IN-LIEU, FLEX TIME AND OTHER METHODS DEEMED ADVISABLE BY MANAGEMENT.

THAT THE MANAGING DIRECTOR/CEO TOGETHER WITH THE DIRECTOR OF FINANCE AND ADMINISTRATION REVIEW THE FINANCE AND ADMINISTRATION DEPARTMENT NEEDS WITH RESPECT TO EXCESSIVE OVERTIME AND BRING BACK A REPORT RELATIVE TO SAME.

THAT THE "PROPOSED GUIDELINES & PROCEDURES FOR LICENCING THE USE OF A 'PRIVATE BOX' IN COPPS COLISEUM ON AN EVENT BY EVENT BASIS", BE APPROVED, AS AMENDED.

THAT THE EVENT LICENCEE (PROMOTER/PRODUCER), UPON LICENCING THE USE OF AVAILABLE "PRIVATE BOXES", MAY NOT PRIVATELY LICENCE THE SAID "PRIVATE BOXES" TO ANOTHER PARTY FOR A FEE GREATER THAN THAT INITIALLY CHARGED BY COPPS COLISEUM.

THAT THE COPPS COLISEUM COMMITTEE ADDRESS THE ISSUE OF LAWSON MARDON GROUP LTD. (#107 - 10 SEATS) BEING GIVEN AN OPTION TO CONTINUE OR TO HAVE SOME OR ALL OF THEIR \$25,000. DEPOSIT RETURNED.

THAT MANAGEMENT DEVELOP A DRAFT POLICY WITH RESPECT TO ALTERATIONS/REVISIONS TO HECFI FACILITIES.

THAT THE RENTAL RATES FOR OFFICE SPACE IN HAMILTON PLACE THEATRE LISTED UNDER REVISED PROPOSAL FOR 1988 BE APPROVED AS PRESENTED.

THAT A TWO YEAR LEASE FOR OFFICE SPACE IN HAMILTON PLACE THEATRE FOR 1988 AND 1989 BE PREPARED AS A GROSS LEASE - AN ALL INCLUSIVE RENTAL WITHOUT REFERENCE TO THE TAX PORTION OF THE TOTAL RATES; AND

THAT THE 1989 RENTAL RATES INCREASES FOR OFFICE SPACE IN HAMILTON PLACE THEATRE BE BASED ON THE INFLATIONARY ADJUSTMENT DETERMINED BY THE CITY OF HAMILTON FOR 1989.

THAT THE BUDGET SUMMARY FOR NEW FACES CABARET '88 BE APPROVED.

2. Minutes of Previous Meeting

It was

MOVED by Ald. Gallagher, seconded by Ald. Murray

THAT THE MARCH 2, 1988 EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Director of Finance and Administration's Report

It was

MOVED by Ald. Gallagher, seconded by Ald. Murray

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Marketing Services Report

It was

MOVED by Ald. Murray, seconded by Ald. Gallagher

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MANAGING DIRECTOR/CEO BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. 1987 Annual Report

5.1 Layout

The Chairman provided the Members with samples of Annual Reports from varied corporations. He indicated that most of the annual reports featured some or all of their employees' pictures, and suggested that HECFI's annual report display its 72 employees and 14 Board Members, either individually or by group, with their names indicated. He felt that the cover in colour and inside black and white was adequate for this year, since all colour would be costly. As indicated in Mary Dow's letter dated March 22, 1988 to

Alderman Hinkley, HECFI may need more than 1,000 copies of the annual report. Mr. Cino suggested that management obtain quotes on obtaining 1,000 copies and on 2,500 copies.

Mr. Brian K. Conacher, Managing Director/CEO advised the Committee of the layout suggested by Olynk, King & Duda (OKD) for the production of the HECFI 1987 Annual Report. OKD suggested 20-24 pages; 2-colour treatment on cover; Board of Directors with pictures; Committees; Reports per Department with acknowledgements/thanks to staff, with names and positions listed. He further stated that OKD had concerns in obtaining 72 pictures of employees, specifically getting it done quickly. However, OKD suggested group pictures as being an alternative to individual pictures. Each Director's picture would be up at the top of their Report.

Alderman Murray thought that HECFI's first Annual Report should show the three facilities on the cover, feature pictures inside, and should be totally in colour. Mr. Brian K. Conacher identified an annual report which was all in colour, and stated that it had cost \$56,000 for 5,000 copies. Following discussion, the Committee agreed that this year, the Annual Report should be black and white inside.

5.2 Correspondence Received from
Mary Dow

The Committee appreciated the correspondence received from Mrs. Mary Dow, Director, dated March 22, 1988 addressed to the Chairman. It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE CORRESPONDENCE RECEIVED FROM MARY DOW,
DIRECTOR, BE RECEIVED AS INFORMATION.

MOTION CARRIED.

Alderman John Gallagher left the meeting at this time to attend to City business. (1:58 p.m.)

6. Special Events Subsidy Fund
Method of Administration

The Committee wished for this recommendation to be tabled until the next Executive Committee meeting. It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE REPORT RELATIVE TO THE SPECIAL EVENTS SUBSIDY FUND - METHOD OF ADMINISTRATION BE TABLED UNTIL THE NEXT EXECUTIVE COMMITTEE MEETING.

MOTION CARRIED.

7. Special Events Subsidy Fund Applications -

- 7.1 (a) City of Hamilton Minor Hockey
Championship Day, April 9, 1988
(b) City of Hamilton Ringette Day,
April 10, 1988

It was

MOVED Ald. Murray, seconded by Mr. Cino

THAT THE MINIMUM BASIC BUILDING FEE OF \$6,500 PER DAY AND THE ACTUAL EVENT STAFF/EVENT SHEET CHARGES INCURRED FOR THE USE OF COPPS COLISEUM BY THE CITY OF HAMILTON MINOR HOCKEY CHAMPIONSHIP DAY (APRIL 9/88) AND THE CITY OF HAMILTON RINGETTE DAY (APRIL 10/88) BE FINANCED BY THE HECFI SPECIAL EVENTS SUBSIDY FUND.

MOTION CARRIED.

- 7.2 Multiple Sclerosis Society of Canada
M.S. Skate-A-Thon, November 19, 1988

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT NO ACTION BE TAKEN ON THE REQUEST FOR SUBSIDY FROM THE MULTIPLE SCLEROSIS SOCIETY OF CANADA-HAMILTON DISTRICT FOR THE STAGING OF THE M.S. SKATE-A-THON ON NOVEMBER 19TH, 1988.

NOTE: THE M.S. SOCIETY WOULD BE PERMITTED TO LICENCE THE USE OF COPPS COLISEUM FOR THE "M.S. SKATE-A-THON" ON NOVEMBER 19, 1988, UNDER THE TERMS AND CONDITIONS AS OUTLINED IN THE LICENCE AGREEMENT.

MOTION CARRIED.

8. Draft By-law No. 2 to Amend Special By-law No. 1 and Establish an Executive Committee
-

It was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT THE HECFI BOARD APPROVE THE PROPOSED BY-LAW NO. 2 TO AMEND SPECIAL BY-LAW NO. 1 AND ESTABLISH AN EXECUTIVE COMMITTEE.

MOTION CARRIED.

9. Disposition of Central Utilities Plant Surplus for 1988 and thereafter
-

It was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT THE OPERATING SURPLUS FOR 1988 AND THEREAFTER FROM THE CENTRAL UTILITIES PLANT BE PLACED INTO A SEPARATE RESERVE FOR CAPITAL PROJECTS FOR THE CENTRAL UTILITIES PLANT.

MOTION CARRIED.

10. Consolidated Unaudited Operating Results for HECFI for the Two Month Period ended February 29, 1988
-

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the two month period ended February 29, 1988. It was noted that HECFI's

budgetary surplus for the two month period was \$192,794.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus</u> <u>For The</u> <u>Two</u> <u>Month Period</u> <u>Ended</u> <u>February 29, 1988</u>
Hamilton Convention Centre	\$ 47,456
Hamilton Place Theatre	\$ 12,822
Copps Coliseum	\$ 75,624
Corporate	\$ 56,892
HECFI Total	<u>\$ 192,794</u>

It was

MOVED by Mr. S. Cino, seconded by Ald. Murray

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

11. Unaudited Operating Results for CUP for
the Two Month Period Ended February 29, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the two month period ended February 29, 1988. It was noted that the CUP's budgetary surplus for the two month period is approximately \$9,120.00. It was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

12. Hamilton Place's Capital Improvement
Surcharge Reserve - Policy

The Committee received the above for information, and it was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT THE REPORT RE HAMILTON PLACE'S CAPITAL IMPROVEMENT SURCHARGE RESERVE POLICY BE RECEIVED AS INFORMATION.

MOTION CARRIED.

13. Hamilton Convention Centre -
Kitchen Expansion

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT APPROVAL BE GRANTED FOR CONVENTION CENTRE MANAGEMENT TO TENDER FOR EQUIPMENT AND CONSTRUCTION IN ACCORDANCE WITH THE REPORT PREPARED BY MR. TREVOR GARWOOD-JONES.

MOTION CARRIED.

14. Copps Coliseum Committee - C.U.P. -
Upgrading of Computerized Building
Management System; Release of
Holdback, Honeywell Limited

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$26,127.00 BE RELEASED TO THE CONTRACTOR, NAMELY, HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

MOTION CARRIED.

15. Committee Reports -
Copps Coliseum Committee
Hamilton Convention Centre Committee
Hamilton Place Committee
-

The Committee Reports were reviewed and received as information. It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE COMMITTEE REPORTS BE RECEIVED AS INFORMATION.

MOTION CARRIED.

16. 1987 Audit Fee

The Committee noted that this was an increase of \$500. or 3.4% over the 1986 actual fee of \$14,500 and within the 1987 budget estimate of \$15,600. It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE HECFI BOARD APPROVE A REGULAR AUDIT FEE WITH PANELL KERR MACGILLIVRAY FOR THE YEAR 1987 IN THE TOTAL AMOUNT OF \$15,000.

MOTION CARRIED.

17. Adjournment

It was

MOVED by Mr. Cino, seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (2:05 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN BRIAN HINKLEY, CHAIRMAN

Mrs. Joan M. Mills, Secretary

1. Committee on Finance and Administration
The Committee on Finance and Administration was organized on July 1, 1967, and has since that time been responsible for the financial and administrative affairs of the organization.

The Committee has the honor to acknowledge the receipt of the report of the Finance and Administration Committee for the year 1967-68. The report is a most comprehensive and detailed statement of the financial and administrative activities of the organization during the past year.

MOTION CARRIED.
The Committee on Finance and Administration is authorized to accept the report of the Finance and Administration Committee for the year 1967-68.

The Committee on Finance and Administration has the honor to acknowledge the receipt of the report of the Finance and Administration Committee for the year 1967-68. The report is a most comprehensive and detailed statement of the financial and administrative activities of the organization during the past year.

MOTION CARRIED.
The Committee on Finance and Administration is authorized to accept the report of the Finance and Administration Committee for the year 1967-68.

1. Committee on Finance and Administration
The Committee on Finance and Administration was organized on July 1, 1967, and has since that time been responsible for the financial and administrative affairs of the organization.

MOTION CARRIED.
The Committee on Finance and Administration is authorized to accept the report of the Finance and Administration Committee for the year 1967-68.

5.2 Copps Coliseum Committee Fourth Report



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

May 3, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF APRIL 27, 1988

The Copps Coliseum Committee presents its **FOURTH** Report and respectfully recommends the following:

1. Copps Coliseum - Leasing of Retail Space

That construction of the common corridor through the north/south east quadrants of the Copps Coliseum retail/mall area be continued during 1988, and negotiations be undertaken with J. J. Barnicke Limited as per the request for proposals and terms of reference dated 1988 March 11 so as to provide commercial leasing services necessary to lease the entire retail space available within Copps Coliseum, be approved.

NOTE (i) : Documentation is attached.

NOTE (ii): Alderman Gallagher was opposed.

2. Street/Mall Ventilation - Contract

That the quotation submitted by Beaver Engineering Limited to supply and install supply air ductwork for the retail/mall corridor in the southwest quadrant of Copps Coliseum in the total amount of \$14,461.00, be accepted, and that the HECFI Executive Committee recommend the method of financing.

NOTE (i) : Documentation is attached.

NOTE (ii): Lowest acceptable quotation received.

3. Renovations to Retail/Mall Corridor - Falla Construction Ltd., Release of Holdback

That the holdback monies retained to date by The Corporation of the City of Hamilton, Treasury Department, in the total amount of \$9,426.21 be released to the contractor, namely Falla Construction Ltd. subject to a lien search being conducted by the City Solicitor's Department and approval by the Treasury Department.

NOTE: Documentation is attached.

The following are for information only:

1. S.P.A.R. Correspondence

That the report submitted by Mr. John T. Crane, Director, Copps Coliseum dated 1988 April 21 respecting Special Populations Advocates For Recreation (S.P.A.R.), be received for information.

NOTE: Documentation is attached.

2. Wall of Fame - Update

That the amended recommendation as submitted by Mr. John T. Crane, Director, Copps Coliseum, dated 1988 April 21, entitled Wall of Fame, be received for information, and the option be left open to place additional pictures on the Concourse level of Copps Coliseum until the display advertising locations have been determined.

NOTE: Documentation is attached.

3. Copps Coliseum - Plaque to Acknowledge Corporate and Individual Donations to Copps Coliseum

That the report submitted by Mr. John T. Crane, Director, Copps Coliseum, dated 1988 April 15 entitled Copps Coliseum - Plaque to Acknowledge Corporate and Individual Donations to Copps Coliseum, be tabled.

NOTE: Documentation is attached.

4. Status Report on Confirmed Events/Performances at Copps Coliseum - May 1988 - August 1988

That the Status Report on Confirmed Events/Performances at Copps Coliseum - May 1988 - August 1988, be received for information.

NOTE: Documentation is attached.

5. Marketing Services Report - April 1988

That the Marketing Services Report - April 1988, be received for information.

NOTE: Alderman Gallagher was opposed.

6. Central Utilities Plant - Copps Coliseum Municipal Oil Conversion and Energy Conservation Programme (MOCECP)

That the report entitled Central Utilities Plant - Copps Coliseum Municipal Oil Conversion and Energy Conservation Programme (MOCECP), as submitted by the Director of Copps Coliseum, be received for information.

NOTE: Documentation is attached.

7. Consolidated Unaudited Operating Results for HECFI for the First Quarter Ended March 31, 1988

That the Consolidated Unaudited Operating Results for HECFI for the First Quarter Ended March 31, 1988, be received for information.

8. Unaudited Operating Results for The Central Utilities Plant for the First Quarter Ended March 31, 1988

That the Unaudited Operating Results for The Central Utilities Plant for the First Quarter Ended March 31, 1988, be received for information.

9. Energy Report

That the Energy Report - HECFI Facilities, as submitted by Mr. John T. Crane, Director, Copps Coliseum, dated 1988 April 21, be received for information, and that the report be submitted to the City Executive Committee for information.

NOTE: Documentation is attached.

10. Comment Cards

That the comment cards submitted by the Director of Copps Coliseum, dated 1988 April 21, be received for information.

NOTE: Documentation is attached.

11. Report by the Director of Copps Coliseum

That the report by the Director of Copps Coliseum, dated 1988 April 20, be received for information.

NOTE: Documentation is attached.

12. First Quarter

The Director of Finance and Administration mentioned that this is the best quarter ever and March was the second best month ever. Mr. McFarland mentioned that this information from the Director of Finance and Administration should be incorporated into the Director's Report.

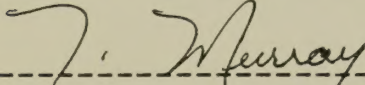
13. Report on Liquor Licence in Copps Coliseum

The Director of Copps Coliseum mentioned that he has talked to the Executive Assistant for Ms. Shirley Collins, M.P.P. about the liquor licence for Copps Coliseum and does not foresee this to be a problem. The Managing Director/CEO mentioned that the procedure to be adopted at the Skydome may benefit Copps Coliseum.

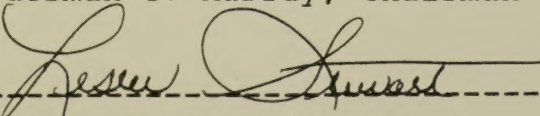
14. HECFI Boardroom

That a report be presented to the next meeting of the Copps Coliseum Committee regarding the current and proposed use of the HECFI Boardroom, and as well, the anticipated use of the undeveloped space located adjacent to the Telephone Room.

Respectfully submitted,



Alderman T. Murray, Chairman



Leslee Stewart, Secretary



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 18

SUBJECT: Copps Coliseum - Leasing of Retail Space

RECOMMENDATION:

- That
- 1) Construction of the common corridor through the north/south east quadrants of the Copps Coliseum retail/mall area be continued during 1988.
 - 2) Negotiations be undertaken with J. J. Barnicke Limited as per the Request for Proposals and Terms of Reference dated 1988 March 11 so as to provide commercial leasing services necessary to lease the entire retail space available within Copps Coliseum.

MEMORANDUM from
COPPS COLISEUM

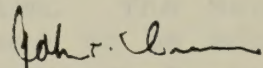
BACKGROUND:

As a result of the Request for Proposals issued by the Manager of Purchasing, one response was received regarding the leasing of commercial space available within the Copps Coliseum street/mall level south west quadrant. I attach herewith copy of letter dated 1988 March 29 from J. J. Barnicke Limited.

I am recommending that the construction of the common corridor be continued through the north/south east quadrants of the street/mall area. There are funds remaining in the arena construction budget, ie. Account No. 0408-U32610 - Construct Retail Space, Common Areas and The 1987 Capital Budget, ie. Account No. 0408-U32890 - Improvements to Retail Space to finance this work.

With respect to the leasing of the available retail space, I am recommending that J. J. Barnicke Limited undertake this task. J. J. Barnicke Limited was the only real estate brokerage agency to respond to the Request for Proposals. Their experience in commercial mall leasing and their direct involvement with leasing of Lloyd D. Jackson Square makes them the logical choice as the leasing agent. In addition, they have previously investigated the feasibility of leasing the commercial space available within the Coliseum and prepared a report on behalf of the City of Hamilton addressing same. I include a copy of this report dated 1984 February 16 for the information of the Committee. Negotiations will be undertaken with J. J. Barnicke Limited to determine and establish per diem rates and the rate of commission expected to lease the available retail space, ie. north/south east and south west quadrant.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchm.

J. J. BARNICKE LIMITED

401 BAY STREET, SUITE 3100 P.O. BOX 37 • TORONTO, ONTARIO M5H 2Y4 • 863-1215

R E A L E S T A T E B R O K E R S

INDUSTRIAL
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CONSULTANTS
Telefax: (416) 863-9855

MEMBER

TORONTO REAL ESTATE BOARD

NATIONAL ASSOCIATION OF
REAL ESTATE BOARDS

INTERNATIONAL COUNCIL
OF SHOPPING CENTERS

DELIVERED BY COURIER

March 29, 1988.



An
Office Network
Affiliate

E. A. Simpson, Esq.,
City Clerk,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4

Dear Sir:

RE: Leasing of Retail Space - COPPS COLISEUM

We thank you for your Request for Proposals with respect to the approximately 4,620 square feet of leaseable retail space in the southwest quadrant of the ground floor of the Copps Coliseum.

As you may know, J. J. Barnicke Limited provided a "Report and Recommendations" on the proposed retail space at Copps Coliseum to the Arena Sub-Committee, this being dated February 16, 1984.

This included our recommendations for retail space on the ground floor of the Copps Coliseum, with the exception of most of the west side adjacent to Bay Street. The concrete that is laid down on the southeast quadrant did in fact follow the configuration that we recommended in the plan attached to this Report.

It is our opinion that this proposed retail component, while secondary to the main traffic flows of the retail malls within the existing Lloyd D. Jackson Square development, would still be viable, and that your proposed retail space in the southwest quadrant would increase this viability if all of this retail were leased at the same time.

We do not feel that the southwest quadrant of 4,620 square feet on its own is attractive enough to prospective retailers to warrant leasing by itself, even as a preliminary to the possible leasing later of the proposed southeast quadrant retail space.

In this Company's more than thirty years of experience in shopping centre layout and leasing, there are two factors in the marketing of retail space to be leased that are most important:

- (a) exposure of the stores to the shopper
- (b) the space to be leased has to be of a viable size to attract shoppers, especially with the large amount of retail adjacent to Copps Coliseum in the Lloyd D. Jackson Square (and soon to be in the Hamilton Eaton Centre).

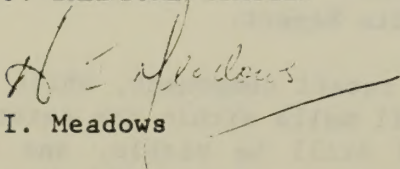
With respect to the southwest quadrant proposed, while it is true that there will be some traffic from Phase IV of the Lloyd D. Jackson Square through to the box office of the Copps Coliseum, and possibly further west onto Bay Street and to future development on the west side of Bay Street, we do not believe that this traffic would be sufficient to support retail businesses in this southwest quadrant.

It is with regret, therefore, that we decline your request to submit a Proposal to lease this area, since we feel that this proposed retail in the southwest quadrant is too small to operate satisfactorily on its own. We would reiterate that, in our opinion, all the southwest and southeast quadrants, and in fact, the northeast quadrant as well, should be marketed to the retail community as a new phase of the Lloyd D. Jackson Square and, as such, would be a marketable commodity because of its total size.

We very much appreciate your invitation to submit a Proposal with respect to this area, and we trust that our comments above will be taken in the spirit in which they are intended, in the light of our long previous involvement with the City of Hamilton and Lloyd D. Jackson Square and our continuing commitment to Jackson Square as leasing agents for the project.

Yours very truly,

J. J. BARNICKE, LIMITED


A. I. Meadows

AIM:mm

cc: ✓ Mr. B. N. Calder,
Manager of Plant and Building Operations,
Copps Coliseum,
101 York Blvd.,
Hamilton, Ontario.
L8R 3L4

REPORT AND RECOMMENDATIONS

PROPOSED RETAIL SPACE

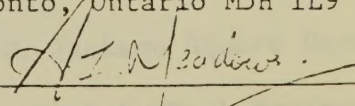
"TRADE CENTRE AND ARENA"

LLOYD D. JACKSON SQUARE

FEBRUARY 16, 1984

Prepared by:

J.J. BARNICKE LIMITED
11 Adelaide Street West
Toronto, Ontario M5H 1L9


A. I. Meadows

J. J. BARNICKE LIMITED

- SCHEDULE A

REPORT

SCHEDULE B

PROJECTED RENTAL ROLL

SCHEDULE C

PROPOSED RETAIL FLOOR PLAN

SCHEDULE A

REPORT

PURPOSE OF THE REPORT

J.J. BARNICKE LIMITED has been requested to advise and report on the possible uses of part of the Ground Level of the Hamilton Trade Centre and Arena as a Retail Mall.

For the purpose of this report, the following assumptions have been made:

- that the proposed Retail Mall will connect with portions of the existing retail space in Lloyd D. Jackson Square;
- that such connections will be open and freely accessible to the public for the purpose of shopping during the minimum retail shopping hours of the Lloyd D. Jackson Square (and accessible during the evenings and Sundays);
- that the mall common areas will be finished to a similar quality of the existing retail in the Lloyd D. Jackson Square;
- that there is no physical impediment to the completion of improvements within individual retail stores, including heating, ventilating and air-conditioning systems, electrical services, telephone services, plumbing and drainage, gas lines (for cooking tenants), venting and exhausting facilities for major restaurant users.

LOCATION

The Hamilton Trade Centre and Arena, now currently under construction, is situated in the north-west quadrant of the Lloyd D. Jackson Square Development and is bordered on the west by Bay Street, on the north by York Boulevard,

on the east by PHASE II of the Lloyd D. Jackson Square and Hamilton Central Library and Farmers Market Building, on the south by PHASE IV of the Lloyd D. Jackson Square (The Standard Life Centre).

The Architectural Plan #8207-102 indicates the west side of the "Retail Mall Level" to be set aside for a major entrance to the arena together with ticketing facilities and various administrative offices and are some distance from the currently existing shopping in the rest of the mall. We would recommend that these facilities remain in this area. It is not suitable for retail shopping, in any event.

The north side of the retail mall also suffers from the distance from the other retail areas of the Lloyd D. Jackson Square, and we would recommend that efforts be made to lease this area for one or two large retail uses such as a Fitness Club and possibly a Sports Shop or Furniture/Housewares use.

The south-east portion of the retail mall level presents the most useable retail space on the retail mall level because of the connections with PHASE II to the east and PHASE IV to the south.

An important feature in leasing and subsequently operating successful retail space is, of course, the flow of pedestrian traffic past such stores, and this flow could be generated between the connections in the south-east quadrant, although it would not be a particularly smooth flow of traffic due to the large stairway/escalator system to the arena in this quadrant.

In the south-west quadrant, there is an impediment to a free flow of traffic from the main doors on Bay Street on the west side of the arena due to the stairway system in this quadrant blocking off a free flow of traffic and, therefore, we would recommend that a large retail space be set aside in this quadrant, perhaps, for a restaurant, otherwise, if a retail mall was taken through this area, it would only leave some very small stores to be leased, and there are enough of these small stores already in the south-east quadrant as shown on our floor plan (Schedule C).

SCHEDULE B

PROJECTED RENTAL ROLL

Due to the unusual shape of the proposed retail space in the Hamilton Trade Centre and Arena, it is somewhat difficult to project rental income with any certainty, even with our experience of leasing the existing Phases of the Lloyd D. Jackson Square retail space over the last 14 years.

The reason for this is again the somewhat secondary nature of this proposed retail space and the lack of a natural flow of pedestrian traffic in some areas.

It is also difficult to project rentals without knowing in detail the improvements and fixturing to be supplied to each retail tenant with respect to the store front; signage; floor finish; wall finishes; ceiling finishes; lighting; other electrical and the heating, ventilating and air-conditioning system.

I should qualify the above by stating that Mr. D.C. Freeman, City Architect, has advised me in his letter of January 26, 1984, as to certain aspects of lighting, heating and ventilating facilities to be provided in the retail areas, but further details will be needed on all of the above-mentioned fixturing items.

This aspect will then affect the achievable rentals we could expect from retailers, but nevertheless, the attached Rent Roll reflects a somewhat

conservative outlook, taking into consideration the following:

- the secondary nature of this retail area compared with the existing retail space in Lloyd D. Jackson Square;
- the fact that there are now some 230 stores in the existing retail areas and this necessarily reduces the number of prospective new tenants that can be approached for additional retail space;
- the large areas in the north and south-west of the "Retail Mall Level" obviously reflect the average rental shown.

ARENA RENT ROLL

<u>STORE NO.</u>	<u>APPROX. AREA</u>		<u>MIN. RENT SQ. FT.</u>		<u>MIN. ANNUAL RENTAL</u>
1	11,530	x	\$ 5	=	\$ 57,500
2	275		10		2,750
3	1,000		10		10,000
4	610		15		9,150
5	525		15		7,875
6	575		15		8,625
7	1,350		10		13,500
8	550		15		8,250
9	300		20		6,000
10	1,250		10		12,500
11	1,150		10		11,500
12	1,110		15		16,650
13	800		10		8,000
14	5,600		10		56,000
15	725		15		10,875
16	70		30		2,100
17	225		15		3,375
18	165		15		2,475
19	300		15		4,500
20	300		15		4,500
21	300		15		4,500
22	300		15		4,500
23	300		15		3,500
24	300		15		4,500
25	575		15		4,500
26	<u>675</u>		10		<u>6,750</u>
30,830 sq. ft.					\$285,375

SCHEDULE C

PROPOSED RETAIL FLOOR PLAN

The attached tentative layout of the retail space on the Architect's Plan #8207-102, reflects a mixture of store sizes including a number of stores of less than 500 sq. ft., to which it is hoped some smaller retailers who would not normally locate in a large shopping mall, can be attracted.

This proposed layout has also, of course, been determined by the location of the numerous columns which dictate many of the shapes and sizes of the stores and much of the line of store fronts throughout the mall.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION: ☒

FOR INFORMATION: ☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 26

SUBJECT: COPPS COLISEUM - Supply and Install Supply Air Ductwork,
Acceptance of Quotation, Beaver Engineering Limited.

RECOMMENDATION:

- That 1) The quotation submitted by Beaver Engineering Limited to supply and install supply air ductwork for the retail/mall corridor in the southwest quadrant of Copps Coliseum in the total amount of \$14,461.00 be accepted.
- 2) The HECFI Executive Committee recommend the method of financing.

NOTE: Lowest acceptable quotation received.

BACKGROUND:

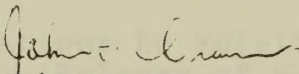
In response to a Request for Quotations issued by the Manager of Purchasing, four (4) quotations were received for the supply and installation of supply air ductwork for the retail/mall corridor in the southwest quadrant of the Coliseum. Attached please find Quotation Analysis dated 1988 April 26.

The two (2) lowest bidders namely, Alco Sheet Metal and Lancaster Sheet Metal Limited, failed to provide the Agreement to Bond as stipulated in the quotation documents. Hence, on the advice of the Purchasing Department, these two (2) quotations were disqualified.

The next lowest bidder was Beaver Engineering Limited. I am recommending that the quotation submitted by same, in the total amount of \$14,461.00, be accepted. Beaver Engineering Limited is a reputable local mechanical contractor and is capable of performing this work.

Sufficient funds are available within Account No. 0408-U32610 - Construct Retail Space - Common Areas to finance the cost of this work.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

QUOTATION ANALYSIS

1988 APRIL 26

RETAIL/MALL VENTILATION - SOUTHWEST QUADRANT, COPPS COLISEUM

COMPANY	TOTAL COST INCLUDING ALL APPLICABLE TAXES	AGREEMENT TO BOND PROVIDED
Alco Sheet Metal	\$13,883.00	NO
Lancaster Sheet Metal	\$13,900.00	NO
Beaver Engineering	\$14,461.00	YES
J. J. Elliott Mechanical	\$17,930.00	YES



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

MEMORANDUM

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO:

Mr. B. Conacher

Mr. J. Leuser

Mr. E. Matthews, City Treasurer, Attn. P. Bachand

Mr. K. Rouff, City Solicitor, Attn. R. Roszell

FROM:

Mr. John T. Crane

Director

Copps Coliseum

DATE: 1988 April 13

SUBJECT:

COPPS COLISEUM - Renovations to Retail/Mall Corridor -
Falla Construction Ltd., Release of Holdback.

RECOMMENDATION:

That the holdback monies retained to date by The Corporation of the City of Hamilton, Treasury Department in the total amount of \$9,426.21 be released to the Contractor, namely Falla Construction Ltd. subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

MEMORANDUM from
COPPS COLISEUM

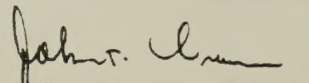
BACKGROUND:

In accordance with the provisions of the Construction Lien Act 1983, Falla Construction Ltd. have made application for the release of holdback monies retained to date by The Corporation of the City of Hamilton on account of Contract for Copps Coliseum Retail/Mall Renovations. The work was deemed Substantially Performed as of 1988 March 15.

It is my understanding that the holdback monies retained, in the total amount of \$9,426.21, now be released subject to a lien search being conducted by the City Solicitor's Department and approval of the Treasury Department.

I attach for your information copy of Progress Certificate of Payment No. Four (4) A requesting release of holdback monies and the necessary documentation required to be filled under the Construction Lien Act.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

THE CORPORATION OF THE CITY OF HAMILTON
PROGRESS CERTIFICATE OF PAYMENT

NOTE: THIS IS NOT A CERTIFICATE OF SUBSTANTIAL PERFORMANCE

CONTRACTOR

NAME Falla Construction Ltd.P.O. NO. 2852516 Myrtle AvenueCERTIFICATE NO. Four (4) - A Release ofADDRESS Hamilton, Ontario.AMOUNT \$9,426.21

H/B

L8M 2E9DATE 1988 April 11THIS IS TO CERTIFY THAT Falla Construction Ltd.CONTRACTOR FOR COPPS COLISEUM - Retail CorridorIS ENTITLED TO PAYMENT OF Nine thousand four hundred andtwenty-six 21/100 DOLLARS (\$ 9,426.21)ON ACCOUNT OF CONTRACT FOR The H.E.C.F.I.

IN RESPECT OF WORK DONE AND MATERIAL FURNISHED

DATE OF COUNCIL APPROVAL 1987 October 9

HECFI

DEPARTMENT CERTIFIER/
DEPARTMENT HEAD

STATEMENT OF ACCOUNT

TO DATE OF APPLICATION FOR CERTIFICATE

RECONCILIATION OF PAYMENTS

THIS CERTIFICATE

1. Gross Value of Work Finished	\$ 9,426.21
2. Deduct: 10% Statutory Holdback	\$ 0
3. Net Value of this Certificate	\$ 9,426.21

ACCUMULATED CERTIFICATES

4. Gross Value of Work Finished	\$ 94,262.14
5. Deduct - Total Holdbacks	\$ 9,426.21
6. Work Performed Less Holdbacks	\$ 84,835.93

HOLDBACK STATUS

7. Holdback Retained this Certificate	\$ 0
8. Accumulated Holdback - Total (Line 5)	\$ 9,426.21
9. Holdback Released ☒ This Certificate (Line 3)	\$ 9,426.21
☐ Prior	\$

10. Balance of Holdback Retained	\$ 0
----------------------------------	------

RECONCILIATION OF CONTRACT

11. Original Contract Sum	\$ 98,890.00
12. Authorized Additions/Deductions	\$
13. Net Contract	\$ 98,890.00
14. Total Gross Certificates to date (line 4)	\$ 94,262.14
15. Balance of Contract Outstanding (line 13 minus line 14)	\$ 4,627.86

CONTRACT IS COMPLETE - Return Balance to Account	\$
--	----

AS OF 19

THIS CONTRACT IS	PARTIALLY	PERFORMED
	SUBSTANTIALLY	
	TOTALLY	

THE ABOVE STATEMENT OF ACCOUNT IS CORRECT

CONTRACTOR SIGNATURE

TITLE

INSPECTED AND PASSED BY:

TITLE Mgr. P+E Operations

PRICES AND EXTENSION CHECK BY:

TITLE

APPROVED (DEPARTMENT HEAD)

Construction Lien Act, 1983

DECLARATION OF LAST SUPPLY
Under Subsection 31 (5) of the Act

Falla Construction Ltd.

(name of supplier)

a supplier of services or materials to an improvement being made to:

Copps Coliseum, 101 York Boulevard

(address of premises)

Hamilton, Ontario L8R 3L4

declares that:

1. The following services or materials were supplied:

(description of services or materials)

Renovations to Retail Corridor, Street/Mall Level, Copps Coliseum as per Purchase Order No. 29525 dated 1987 October 27 and Agreement made 1987 October 10 between Falla Construction and the Hamilton Entertainment and Convention Facilities Inc.

2. These services or materials were supplied under a contract* with

The Hamilton Entertainment and Convention Facilities Inc.

(name of payer)

*OR subcontract,
as the case
may be

dated the 10 day of October, 1987

3. The last supply of services or materials made by the supplier to the improvement under the contract*
was made on 1988 March 28

(date of last supply)

4. No further services or materials will be supplied under the contract*.

Declared before me at the City of
Hamilton
in the Region of Hamilton
Wentworth

on the day of 19

(supplier)

Construction Lien Act, 1983

CERTIFICATE OF COMPLETION OF SUBCONTRACT
Under Subsection 33 (1) of the Act

This is to certify the completion of a subcontract for the supply of services or materials between
Falla Construction Ltd.

and The Hamilton Entertainment and Convention Facilities Inc.

dated the 10 day of October, 19 87.

The subcontract provided for the supply of the following services or materials:

Renovations to Retail Corridor, Street/Mall Level, Copps Coliseum as per Purchase Order No. 28525 dated 1987 October 27 and Agreement made 1987 October 10 between Falla Construction Ltd. and The Hamilton Entertainment and Convention Facilities Inc.

to the following improvement: (short description of the improvement)

As above.

of premises at 101 York Boulevard, Hamilton, Ontario
(street address, or if there is none, the location of the premises)

Date of certification: 1988 April 12

(payment certifier, where there is one)

(owner)

(contractor)

Name of owner: The Corporation of the City of Hamilton

Address for service: 71 Main Street West, Hamilton, Ontario

Name of contractor: Falla Construction Ltd.

Address for service: 16 Myrtle Avenue, Hamilton.

Name of payment certifier (where applicable): Mr. John T. Crane

Address: 101 York Boulevard, Hamilton, Ontario.

(Use A or B whichever is appropriate)

A. Identification of premises for preservation of liens:

Copps Coliseum, 101 York Boulevard, Hamilton, Ontario

(where liens attach to premises, lot and plan number or instrument registration number)

B. Office to which claim for lien and affidavit must be given to preserve lien:

(where liens do not attach to premises)

FALLA CONSTRUCTION LTD.

16 Myrtle Ave., Hamilton Ontario L8M 2E9

GENERAL CONTRACTORS

TELEPHONE 528-1471

URETHANE FOAM CONTRACTORS

IN ACCOUNT WITH Hamilton Entertainment & Convention Facilities Inc. DATE March 28, 1988
101 York Boulevard
Hamilton, Ontario
L8R 3L4

INVOICE No.

YOUR ORDER No.

OUR ORDER No.

Attention: Brad Calder

Re: Retail Corridor/Street Mall Level

Contract.....\$98,890.00

~~Less Contingency~~ ~~8,000.00~~ ~~CR~~ *one*

~~Extra to Contract~~ ~~4,129.99~~ ~~CR~~ *one*

~~Balance~~ ~~95,019.99~~ ~~CR~~ *one*

Holdback Now Due.....\$ 9,426.21

E. & O. E.

2% PER MONTH CHARGED ON OVERDUE ACCOUNTS



FALLA CONSTRUCTION LTD.

16 Myrtle Ave., Hamilton Ontario L8M 2E9

GENERAL CONTRACTORS

TELEPHONE 528-1471

URETHANE FOAM CONTRACTORS

PROGRESS DRAW FOR PAYMENT

Re: Project: COPPS COLISEUM

RETAIL CORRIDOR/STREET MALL LEVEL

Project No. P.O. 28525

From: FALLA CONSTRUCTION LTD.
16 Myrtle Avenue
Hamilton, Ontario L8M 2E9

Application No. _____

To: HAMILTON ENTERTAINMENT & CONVENTION From Period From OCT 27/87

FACILITIES INC.

To MAR 15/88

101 YORK BOULEVARD

HAMILTON, ONTARIO L8R 3L4

Original Contract Price

\$ 98,890.00

* Approved Change Orders

\$ ~~3,870.01~~ CR *OK*

Present Total Contract Price

\$ ~~95,019.99~~ *94,990.00*

** Total Value of Work to Date

\$ ~~95,019.99~~ *94,990.00*

10% Holdback

\$ 9,426.21

Less Holdback Released

\$ ~~9,426.21~~ *OK*

Holdback Retained

\$ ~~9,426.21~~ *2,202.00*

Total Value of Work less Holdback

\$ ~~85,517.99~~ *92,788.00*

Less Amount Previously Certified

\$ 84,835.93

Total Amount of this Application

\$ ~~757.05~~ *9,426.21*

* See attached Summary of Approved Change Orders

** See attached breakdowns

Recommended for Payment _____

Date _____

FALLA CONSTRUCTION LTD.

16 Myrtle Ave. Hamilton Ontario L8M 2E9

GENERAL CONTRACTORS

TELEPHONE 528-1471

URETHANE FOAM CONTRACTORS

CONTRACTOR: FALLA CONSTRUCTION LTD.

PROJECT NAME: COPPS COLISEUM - RETAIL CORRIDOR

DATE: MARCH 15, 1988

PROJECT NUMBER: P.O. 28525

CURRENT DRAW ANALYSIS

SHEET _____ OF _____

ITEM #	DESCRIPTION	CONTRACT VALUE \$	PRELIM REQUEST %	CURRENT DRAW \$	COMPLETE TO DATE %	BALANCE TO COMPLETE \$
1.	Gen. Requirements	\$ 4,885.00	99	4,836.15	100	4,885.00
2.	Concrete Placing	10,174.00	100	10,174.00	100	10,174.00
3.	Carpentry	4,466.00	100	4,466.00	100	4,466.00
4.	Drywall/Access.	39,050.00	100	39,050.00	100	39,050.00
5.	H/M	3,520.00	100	3,520.00	100	3,520.00
6.	Lighting Cove	14,180.00	95	13,471.00	100	14,180.00
7.	Painting	4,700.00	100	4,700.00	100	4,700.00
8.	Sprinklers	9,915.00	100	9,915.00	100	9,915.00
9.	Contingency	8,000.00		4,129.99		4,129.00
		\$98,890.00		\$757.85		\$95,019.99
						\$3,870.01
						\$ 4,627.96

Statutory Declaration

TO BE MADE BY THE CONTRACTOR WHEN APPLYING FOR RELEASE
OF HOLDBACK, SECURITY DEPOSIT OR BOTH UPON
SUBSTANTIAL/TOTAL PERFORMANCE

IN THE MATTER OF THE CONTRACT
between HAMILTON ENTERTAINMENT & CONVENTION
FACILITIES INC. Owner
and FALLA CONSTRUCTION LTD.
..... Contractor
for RETAIL CORRIDOR/STREET MALL LEVEL
.....
(insert title of the Work and the Project)

I, RON FALLA of the CITY of HAMILTON
in the Province of ONTARIO DO SOLEMNLY DECLARE:

THAT I am PRESIDENT (See Note 1) of FALLA CONSTRUCTION LTD.
....., the Contractor named in the Contract abovementioned,
and as such have personal knowledge of the facts hereunder declared, and that all accounts for labour, subcontracts, products, construction machinery and equipment and other indebtedness which may have been incurred by the Contractor in the Performance of the Work (See Note 2) and for which the Owner might in any way be held responsible have been paid in full except holdback monies properly retained.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the City
..... of Hamilton
in the County
of Wentworth this 5th
day of April 1988

Signed [Signature]

[Signature]
JANETTE M. BODNARK, a Commissioner
for taking Affidavits, Judicial District of
Hamilton-Wentworth, for the Hamilton
Construction Association.
Expires November 9th, 1989.

NOTE 1: The Declaration must be made by the President, a Vice President, the Secretary, the Treasurer, or a Director of an incorporated company except that another individual may make the Declaration provided that two copies of the by-law issued under the Corporation seal authorizing such individual to execute documents accompanies the first Declaration on each Contract. For a partnership the Declaration must be made by one of the partners and for a sole proprietorship the sole proprietor himself must make the Declaration. The position of the declarant and the name of the Contractor must be clearly noted.

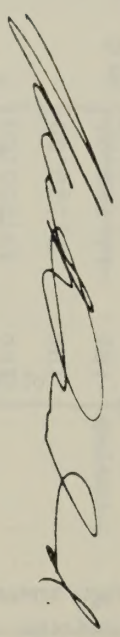
NOTE 2: Other indebtedness shall mean only such debts incurred by the Contractor to persons in privity of contract with him, debts arising out of statutory requirements, and in the case of the Contractor's workers any debt arising out of collective bargaining agreements, legislation applying to worker's compensation, unemployment insurance, and minimum wage standards where applicable.

*This is to certify that
this official notice
appeared in*

Daily Commercial News

AND CONSTRUCTION RECORD

on March 28, 1988



**ROWAN MACDONALD
TENDER ADVERTISING MANAGER
DAILY COMMERCIAL NEWS LIMITED**

Hamilton-Westwards Express,
City of Hamilton,
Coppes Coliseum, 101 York
Blvd, Hamilton, Ontario.
This is to certify that the con-
tract for the following im-
provement: Renovations to
retail corridor, street/mail le-
vel, Coppes Coliseum, as per
Purchase Order No. 28525,
dated 1987 October 27 and
agreement made 1987 Octo-
ber 10, between Falls Con-
struction Limited and Hamil-
ton Entertainment and Con-
vention Facilities Inc.

To the above premises was
substantially performed on:
March 15, 1988.

Date Certificate Signed: March
16, 1988.

Name of Owner: The Corpora-
tion of the City of Hamilton.
Address for Service: 71 Main
Street West, Hamilton, Ont.

Name of Contractor: Falls Con-
struction Limited.
Address for Service: 16 Myrtle
Avenue, Hamilton, Ont. L8M
2E9.

Name of Payment Certifier:
Mr. John T. Crane.

Address: 101 York Blvd, Hamil-
ton, Ont.

Identification of Premises for
Preservation of Lease: Coppes
Coliseum, 101 York Blvd,
Hamilton, Ontario.



**Workers'
Compensation
Board**

**Commission
des accidents
du travail**

Area
Office

Bureau
local

**Contract Description:
Description du contrat:**

**Certificate of Clearance
Certificat de décharge**

Sec. 13(1) Const

The Workers' Compensation Board hereby waives its rights under Section 9(3) of the Workers' Compensation Act to hold the principal named below liable for any Section 9(3) liability of the Contractor, also named below, for assessments and levies of the Board owing now or within 45 days from the date of this Certificate.

Par la présente, la Commission des accidents du travail renonce aux droits qui lui sont accordés en vertu de l'article 9(3) de la Loi sur les accidents du travail et qui l'autorisent à tenir l'entrepreneur principal mentionné ci-dessous responsable pour toute cotisation ou montant que l'entrepreneur, également mentionné ci-dessous, est tenu de verser à la Commission, en vertu de l'article 9(3), immédiatement ou dans les 45 jours suivant la date de ce certificat.

Name and address of Contractor
Nom et adresse de l'entrepreneur

Account number
Compte no

Effective date Date d'entrée en vigueur

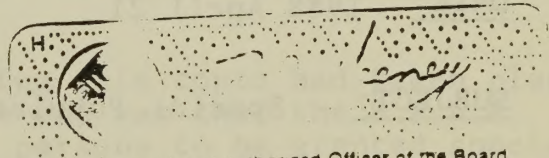
MAR 17 1988

Falla Construction Ltd.
16 Myrtle Avenue
Hamilton, Ontario
L8M 2E9

1785249

Name of Principal/Nom de l'entrepreneur principal

Corporation of the City of Hamilton
Copp's Coliseum



Valid only when signed by an authorized Officer of the Board
Non valide sans la signature d'un représentant autorisé de la Commission
0196C (07-85)





**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Blvd.
Hamilton, Ontario
Canada L8R 3L1

Tel: 416-526-4450

M E M O R A N D U M

FOR ACTION: - ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 21

SUBJECT: Special Populations Advocates for Recreation (S.P.A.R.)

RECOMMENDATION:

For information purposes only.



BACKGROUND:

The Director of Copps Coliseum held a meeting with the S.P.A.R. Committee on March 28, 1988 to discuss and possibly amend our policies and procedures as it pertains to those who have physical limitations.

- Copps Coliseum presently has a policy dealing with only the wheelchair handicapped. This policy states that the attendant who accompanies a wheelchair handicapped person to events at Copps Coliseum will be admitted free of charge. The attendant does not occupy a seat in the seating manifest and will stand either on the side or behind the handicapped person.
- The above arrangement does not impact on revenue to the promoter of the event and Copps Coliseum per se, because the attendants do not occupy a seat in the seating manifest.
- The Director explained to the committee that the promoters of events at Copps Coliseum establish the price of tickets. In real terms the seating areas of the facility belongs to the promoter(s) once he/she licences the use of the facility and it would be unlikely that the promoter(s) would agree to allow attendants who accompany physical handicapped persons to occupy seats free of charge.

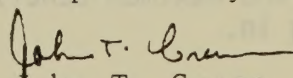
A great deal of discussion surrounding this topic had taken place and the one important item that came out was that the S.P.A.R. Committee did not want the disabled persons to be granted special privilege and in particular, did not wish to have sections set aside in the seating manifest for handicapped persons. Their intention was to determine what financial support could be given to volunteer attendants.

They are satisfied with the arrangements we have in place for the wheelchair handicapped people.

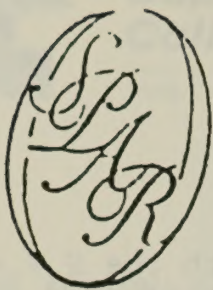
The Director indicated to the S.P.A.R. Committee that he would be willing to approach the promoters of events which are not sold out, on their behalf to see if a discounted price on tickets could be arranged for the attendants who volunteer their time and accompany handicapped people to events.

The meeting was positive and constructive and the resolve was to their satisfaction as per the enclosed letter from S.P.A.R. dated 1988 April 18.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.



Special Populations Advocates for Recreation

April 18, 1988

HAND DELIVERED

Mr. John T. Crane, Director
Copps Coliseum
101 York Boulevard
Hamilton, Ontario L8R 3L4

Dear Mr. Crane:

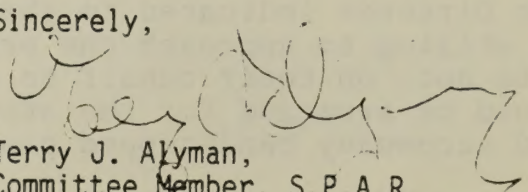
Further to our meeting on March 28, 1988, I would like to thank you once again for hearing the S.P.A.R. Committee's request for discount rates to *attendants of disabled consumers (other than the physically disabled).

As discussed, we presented the issues you had concerning attendant discounts to S.P.A.R. on Tuesday, April 5, 1988. The committee, at this point, realizes your position and the complexities involved in establishing policy of this nature. Consequently, the Committee supports the recommendation that you would act on our behalf to arrange attendant discounts subject to the promoters discretion/approval, for those events that are not expected to sell out (ie. Steelhawks, etc.). Furthermore, we understand that such requests shall be initiated on an individual basis. Not only will this procedure instill more effective control over attendant discounts, we will also be able to identify the number of disabled consumers that we are representing on this issue.

Should the above procedure be confirmed, our Committee would be interested in knowing how you would like to receive requests (ie. telephone? written?).

On behalf of the S.P.A.R. Committee, I would like to thank you for your co-operation in this matter, as we hope for continued positive relations in facilitating the needs of handicapped consumers in our community.

Sincerely,


Terry J. Alyman,
Committee Member, S.P.A.R.

TJA:lg

*Attendant: refers to a support person whose function is to assist the disabled consumer in obtaining the maximum benefit out of the activity/event they are participating in.

M E M O R A N D U M

FOR ACTION: ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 21

SUBJECT: Wall of Fame

RECOMMENDATION:

For information purposes only.

BACKGROUND:

The Wall of Fame Committee is very active and is now finalizing the selection of 35 new pictures to be installed on the Arena level of the Coliseum.

At a recent meeting with Mr. Les Prince, Chairman of the Wall of Fame Committee, Mr. Jerry Ormond, a committee member, it was determined that there may be occasions when the pictures on the Concourse level will be interchanged with pictures from the Arena level.

I look forward to the continuation of this very worthwhile programme and working with the Wall of Fame Committee.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 15

SUBJECT: COPPS COLISEUM - Plaque to Acknowledge Corporate and
Individual Donations to Copps Coliseum.

RECOMMENDATION:

That approval be given to the conceptual design presented herein
of the plaque to acknowledge corporate and individual donations
to Copps Coliseum.

MEMORANDUM from
COPPS COLISEUM

BACKGROUND:

At the 1988 March 23 meeting of the Copps Coliseum Committee, management was directed to secure a price for a plaque approximately three feet by three feet covered with plexiglass or similar material with the names of the donors in black lettering and to present a mock-up of same to a future meeting of the Copps Coliseum Committee.

I attach herewith drawings numbered SK-1 and 2 which present a conceptual design of the donors' plaque.

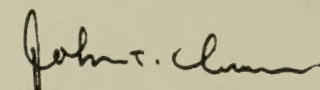
The plaque is fabricated from two (2) sheets of plexiglass with black lettering sandwiched between these two (2) panels. The overall dimensions are 52 inches high by 70 inches wide so as to permit the installation of the respective donor categories and to allow for future expansion.

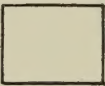
The donor categories were determined by utilizing the following criteria;

<u>Category</u>	<u>Donation Amount</u>
Major Benefactor	\$5,000.00 +
Benefactor	\$500.00 to \$4,999.00
Donor	\$100.00 to \$499.00

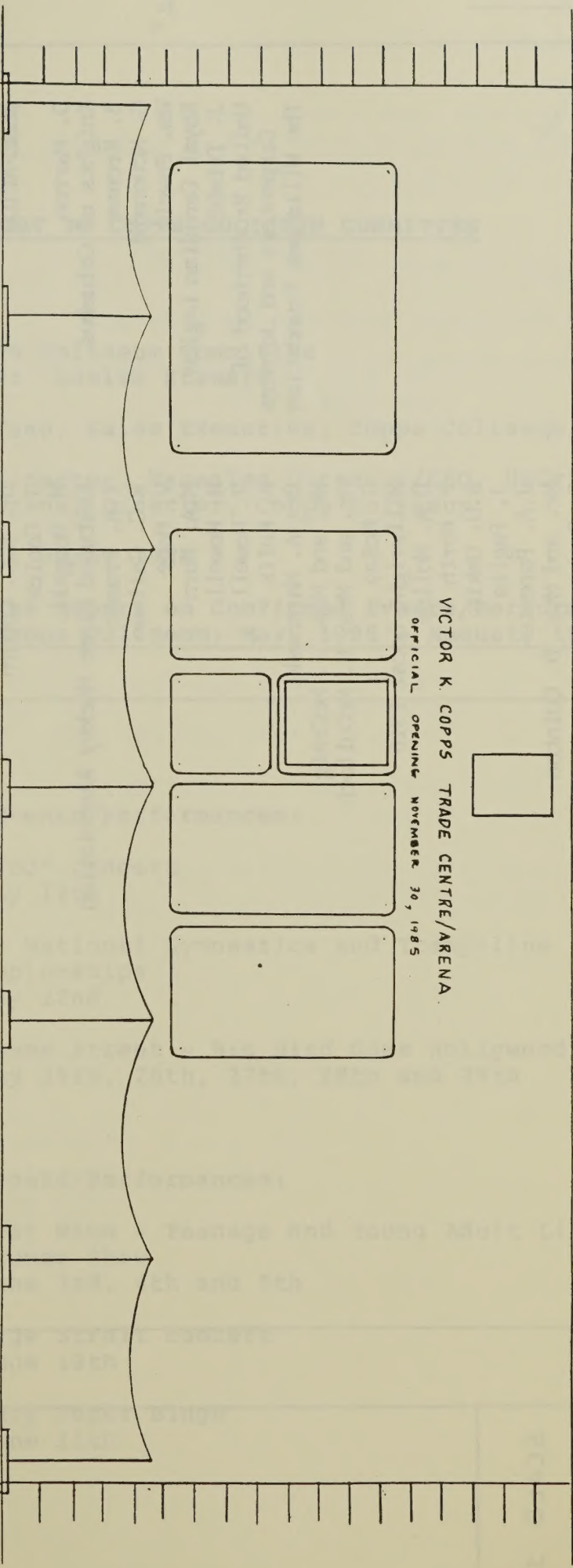
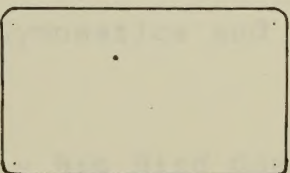
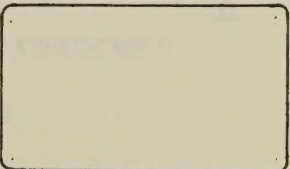
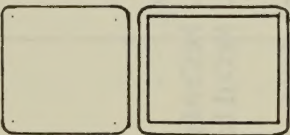
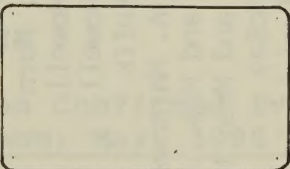
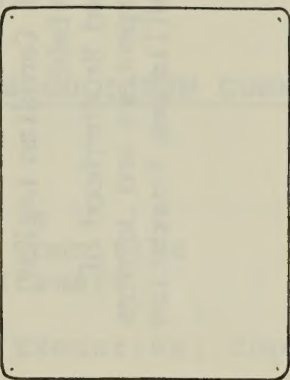
I estimate the cost to supply and install this plaque to be approximately \$1,200.00. Should the committee accept the conceptual design as presented herein, quotations will be requested from local sign companies to fabricate and install this plaque.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum



VICTOR K. COPPS TRADE CENTRE/ARENA
OFFICIAL OPENING NOVEMBER 30, 1985



COPPS COLISEUM

BAY STREET ENTRANCE LOBBY

SCALE 1" = 3'-0"

DRAWN BY BNE

88-04-13

SK-1

MAJOR BENEFACTOR

Westinghouse Canada Inc.

DONOR

Dr. T.E. Tweedie
G. Wallace
N. Walsh
C. Ward

A. Adams
B. Armstrong
D. Belding
E. Bowman
Brabart Newspapers Ltd.
Chairman Mills Ltd.

BENEFACTOR

D. Harron
Knights of Columbus
B. Kronas
C. McDonald
Wm. Powell
Royal Canadian Legion
J. Trimble
United Brotherhood of
Carpenters and Joiners
The Willahome Foundation

A. Chapman
Christmas Contracting
Circle Racquetball Club
Dr. D.G. Coburn
J. Conick
M. Dougall
Eastwood Minor Hockey Association

I.A. Fraser
R.G. Galivan
V. Hope

M.A. Horn
H. Howell
V. Howell

A. Kulik
Dr. A. Markowski
Mr. and Mrs. J. McCraig
Mr. and Mrs. H. McCulloch
G. McKay
Millwright Local 1916

D.A. Moline
P. North
A.U. Oakie

J. Paglia
J.A. Parente
Mr. and Mrs. D. Quinton
G. Roth
Royal Connaught Hotel

J. Tarbutt
Teamsters' Local Union 879

COPPS
COLISEUM

Corporate

Individual
Donors' Plaque

SCALE 1" = 8

88.04.13
Drawn by BRL

SK-2



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Leslee Stewart

FROM : J. Tsao, Sales Executive, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI/
: J. Crane, Director, Copps Coliseum

DATE : April 20th, 1988

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum, May, 1988 - August, 1988

May, 1988

10 Confirmed Events/Performances:

1. "AC/DC" Concert
: May 12th
2. 1988 National Gymnastics and Trampoline
Championships
: May 22nd
3. "Sesame Street - Big Bird Goes Hollywood"
: May 25th, 26th, 27th, 28th and 29th

June, 1988

5 Confirmed Events/Performances:

1. Street Wave - Teenage and Young Adult Lifestyle
Consumer Show
: June 3rd, 4th and 5th
2. George Strait concert
: June 10th
3. Rotary Super Bingo
: June 11th

July, 1988

13 Confirmed Events/Performances:

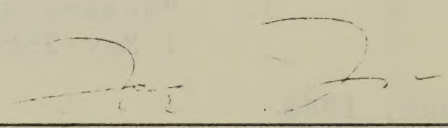
1. The 8th Lithuanian Folk Dance Festival of
the Free World
: July 3rd
2. Jehovah's Witnesses Convention
: July 7th, 8th, 9th, 10th, 14th, 15th, 16th,
17th, 21st, 22nd, 23rd and 24th

August, 1988

6 Confirmed Events/Performances:

1. 6th Canadian National Square and Round Dance
Convention
: August 4th, 5th and 6th
2. Ukrainian Orthodox Millenium Celebration
: August 14th
3. The Pentecostal Assemblies of Canada General
Conference
: August 27th and 28th

JT:jd



Joe Tsao,
Sales Executive.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8P 3L1

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☐

FOR INFORMATION:

☒ X

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 12

SUBJECT: CENTRAL UTILITIES PLANT - Copps Coliseum Municipal Oil
Conversion and Energy Conservation Programme (MOCECP)

RECOMMENDATION:

For information purposes only.

M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND:

In January of 1987, two energy conservation projects were presented to the Ministry of Energy for their consideration to include within the Municipal Oil Conversion and Energy Conservation Programme (MOCECP).

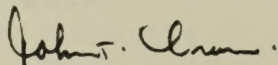
These projects, which have since been completed, were;

- a) Modifications to arena lighting system, Copps Coliseum, project cost \$59,000.00.
- b) Installation of stand alone air conditioning system, Copps Coliseum box office, project cost \$4,480.00.

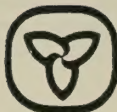
The merits of these projects were evaluated by the Ministry of Energy in terms of potential energy consumption reductions and estimated payback periods and subsequently we were advised that grant funding in the total amount of 25% of the gross project cost would be available.

In a letter dated 1988 March 25 from the Ministry of Energy, copy attached herewith, we were advised that the final grant payment of \$7,375.00 would be forthcoming. With this final grant payment received, total grants paid with respect to the above referenced projects will amount to a total of \$15,870.00.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.



Ontario

Ministry Ministère
of de
Energy l'Énergie

Queen's Park
Toronto, Ontario
M7A 2B7
Telex: Telex-06217880
965-

5839

March 25, 1988

Mr. Bradley N. Calder
Manager of Plant & Bldg. Operations
City of Hamilton
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Calder:

Re: MOCECP Project No.: 2-1015- - (Retrofit)
Copps Coliseum
101 York Boulevard

I have forwarded a recommendation to the Minister
that a grant payment be made as follows:

This payment:	\$7,375	(Final)
Previous payment(s)	\$8,495	

Total grants paid:	\$15,870	

Grant Eligibility based on:	
Eligible Project Cost:	\$63,480
Estimated Payback Period:	6.9 years
Grant Percent:	25.00%
Grant:	\$15,870

Grant payments are adjusted to reflect updated
project costs and payback periods. The Mayor should
receive the Minister's letter and cheque in
approximately six to eight weeks.

PLEASE USE THE MOCECP PROJECT NUMBER IN ALL
CORRESPONDENCE.

Should you have any questions about this grant,
please contact me at (416) 965-5839.

Yours truly,


A.G. Turton, P. Eng.
Senior Advisor
Municipal Programs



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L1

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION: - ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 21

SUBJECT: Energy Report - HECFI Facilities

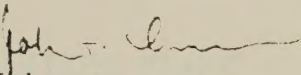
RECOMMENDATION:

For information purposes only.

BACKGROUND:

The Energy Report is prepared as a result of an Audit and Finance Committee request by Mr. Webb McFarland that the Director of Copps Coliseum and The Central Utilities Plant provide a report on the reasons for reduced energy costs within The Central Utilities Plant.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.



Coppa
Cellcom
Land Line
Cellular

011 500 500 500
COPPA CELLCOM

SALESMAN:

W. J. H. H. H.

The report is prepared as a result of an audit and is intended to provide information to the management of the company. The report is prepared by the auditor and is intended to provide information to the management of the company. The report is prepared by the auditor and is intended to provide information to the management of the company.

Respectfully,
W. J. H. H. H.

W. J. H. H. H.
Coppa Cellcom
Land Line
Cellular

cc: [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

CENTRAL UTILITIES PLANT
Hamilton, Ontario

ENERGY CONSUMPTION ANALYSIS 1984 - 1987

Prepared by:

Mr. John T. Crane
Director
Copps Coliseum/C.U.P.

Mr. R. Desnoyers
Chief Operating Engineer
Central Utilities Plant

Mr. B.N. Calder, P. Eng.
Manager of Plant and
Building Operations
Copps Coliseum/C.U.P.

1988 February 29

THE UNIVERSITY OF CHICAGO
LIBRARY

1952 - 1953 Catalogue of the University of Chicago Library

By the University of Chicago Library

Chicago, Illinois, U.S.A.

1952 - 1953 Catalogue of the University of Chicago Library

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
U.S.A.

UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
U.S.A.

1952 - 1953 Catalogue of the University of Chicago Library

EXECUTIVE SUMMARY

Foreword

At the Audit and Finance Committee meeting of 1987 July 28 the Chairman, Mr. Webb McFarland requested the Director of Copps Coliseum and The Central Utilities Plant to provide a report on the reasons for reduced energy costs within the Central Utilities Plant. The Director of Copps Coliseum and The Central Utilities Plant presented a report entitled Energy Report dated 1987 August 26 to the Copps Coliseum Committee meeting of 1987 August 26. As a result of this meeting, the Director of Copps Coliseum and The Central Utilities Plant advised that he would provide to the committee a statistical analysis for a full three-year period; 1985, 1986, and 1987, the combined kilowatt hours of consumption in natural gas and electricity in conjunction with the accumulated degree days for each of these calendar years.

Energy Consumption Analysis

The past year has proven most favourable in accomplishing our goals for energy consumption reductions at The Central Utilities Plant and Copps Coliseum.

The benefits associated with the improvements to plant systems and equipment; improved operational capabilities afforded by computerized central control; the implementation of comprehensive maintenance programmes; and the continuing effort in staff training and development are beginning to be realized.

The figures tabulated below present a concise summary of energy consumption in terms of dollar cost and kilowatt hours, and substantiate the energy consumption reductions achieved in 1987 over 1986.

A. Energy Consumption \$\$

	Facility	Year	Total Utilities Cost (TUC)	TUC in 1987 \$	% Reduction
i)	C.U.P.	1986	\$1,384,230.	\$1,453,440.	
		1987	\$1,326,110.	\$1,326,110.	8.8
			Real Cost Reduction	\$ 127,330.	
ii)	Hamilton Convention Centre	1986	\$ 242,700.	\$ 254,835.	
		1987	\$ 243,245.	\$ 243,245.	4.5
			Real Cost Reduction	\$ 11,590.	

iii)	Hamilton Place	1986	\$ 269,550.	\$ 283,030.	25.6
		1987	\$ 210,600.	\$ 210,600.	
		Real Cost Reduction		\$ 72,430.	
iv)	Copps Coliseum	1986	\$ 323,495.	\$ 339,670.	8.3
		1987	\$ 311,340.	\$ 311,340.	
		Real Cost Reduction		\$ 28,330.	

B. Energy Consumption KWH

	Facility	Year	Total KWH Consumed	Reduced by (KWH)	%Reduction
i)	C.U.P.	1986	34,419,200	2,871,585	8.3
		1987	31,547,615		
ii)	Hamilton Convention Centre	1986	6,269,100	+22,500	+0.4
		1987	6,291,600		
iii)	Hamilton Place	1986	6,553,200	1,314,510	20.1
		1987	5,238,690		
iv)	Copps Coliseum	1986	5,056,800	+354,700	+7.0
		1987	5,411,500		

Overall, energy consumption was reduced by approximately 2,517,000 KWH or 6.5 percent in 1987 over 1986. This represents actual cost savings of approximately \$70,300. When the effect of yearly energy cost increases are taken into account, ie. energy costs increased by approximately 5 percent in 1987 over 1986, real cost reduction achieved in 1987 over 1986 amounts to approximately \$155,660.00.

Our efforts to achieve reductions in energy consumption will continue throughout 1988. A further percentage reduction of 8 percent is anticipated.

In order to realize future consumption reductions, specific attempts must be made at the Convention Centre and Copps Coliseum to utilize electrical power more efficiently.

The Convention Centre maintains an unusually high base building electrical load throughout the year. This base load is comprised of power required to operate HVAC equipment necessary for occupant comfort, for lighting, elevating devices and miscellaneous equipment. The C.U.P. has little control over the use of this power and must rely on Convention Centre staff to utilize it effectively. Attempts must be made to eliminate non essential lighting and reduce lighting levels throughout; to shut down elevating devices when they are not required; and to control the operation of exterior loading doors.

The Coliseum consumes electrical energy in a very radical manner. Events days create extreme maximums in consumption. As a result, peak demand penalty charges are high and the unit cost of power increases. An attempt must be made to limit electrical consumption peaks and to control load fluctuations.

Energy conservation will continue to be a primary goal of The Central Utilities Plant. We will attempt to initiate operational procedures and improvement projects which demonstrate energy cost savings. However, each facility and its operators must be encouraged to optimize energy consumption so as to provide a concerted effort in achieving our goals.

INTRODUCTION

The following report is a historical review and representation of energy consumption by buildings listed herein. The purpose of this report is to provide;

- a) a concise summary of historical utilities usage.
- b) an insight into the relationships which exist between levels of utilities usage and corresponding loading factors which influence such usage.
- c) an indication of trends which may occur in usage.
- d) an indication of the effects of past energy conservation efforts and/or of changes to operational procedures.
- e) an approach to extend the Energy Management Programme so as to achieve further reductions to current levels of energy consumption.

The historical utilities consumption data was compiled for all of the buildings serviced by the Central Utilities Plant (C.U.P.) including Copps Coliseum. This data, as available, was compiled for a four year period from 1984 to 1987 inclusive. For the purpose of this report, discussion will be limited to the Central Utilities Plant, Hamilton Convention Centre, Hamilton Place, and Copps Coliseum, with the former being the prime energy distributor providing utilities to all buildings excluding Copps Coliseum.

Before proceeding, a brief explanation of the C.U.P. is offered so as to provide clarification of its role in energy consumption/conservation.

The simplest way of viewing the C.U.P. would be to consider it as a utilities processor and distributor. The C.U.P. purchases utilities in bulk from the local distributors, ie. Union Gas Ltd., Hamilton Hydro Electric System, produces a usable commodity, ie. heating and cooling and in turn sells it to the building customer. The cost at which the final product is provided is directly related to production efficiency. Production efficiency can be achieved and improved through effective operation and maintenance of plant systems and equipment through the implementation of energy conservation projects/improvements. Production efficiency is measured in dollar terms, ie. monthly consumption invoices, with these charges being applied to the user facility for the quantities consumed.

In summary, the C.U.P. is not a consumer, but rather a distributor of utilities. Each unit of energy processed is redistributed to the end user.

METHODOLOGY

A series of charts have been produced which graphically depict energy consumption in terms of kilowatt hours and/or total cost versus loading factors such as degree days and/or event days for the four year analysis period.

Regression analysis or line of best fit was incorporated in the analysis of the data. This simple statistical method mathematically computes the best "average" line to a set of plotted data points. In all cases, analysis involved two variables, ie. utility quantity (kwh) versus load factor, ie. event days, degree days, and "straight-line" analysis was used. The utility quantity for each billing period was expressed along the y (vertical) axis and the load factor along the x (horizontal) axis. The line of best fit was computed with the resulting slope of the regression line denoting the rate of utility usage with respect to load. The y intercept or portion below that of the interception of the regression line to the y axis indicates the amount of utility usage that cannot be explained by the load indicator. This quantity of energy is commonly referred to as the base building load.

The first such load indicator provides an accurate index of heating season weather load, ie. coldness. The unit used to measure this is termed degree day, which on the centigrade scale represents the difference between the average daily temperature, ie. the sum of the minimum plus maximum divided by two and an established base constant of 18 C.

Degree day data allows for the comparison between utilities usage and the corresponding weather experienced. It should be noted that the higher the degree days for a given time period, the colder the weather experienced which translates into an increase in heating fuel consumption.

The second load indicator which must be considered is event days. Event days can be described as the level of building occupancy excluding staff. Hamilton Place, the Convention Centre, and Copps Coliseum exhibit various levels of occupancy hence, the following method of calculating event day data was employed;

Hamilton Place - Great Hall - 1 event day regardless of attendance.

- Studio Theatre - 1/3 event day.

Convention Centre - Wentworth/Chedoke Hall - 1 event day any portion of above - 1/3 event day.

- Webster A/B/C/ Albion A/B/C - 1/2 event day any portion of above - 1/3 event day.

Copps Coliseum - attendance below 7000 - 1/2 event day
attendance above 7000 - 1 event day

ENERGY CONSUMPTION ANALYSIS

An understanding of the billing mechanism for hydro electric utilities is required to appreciate the adherent cost savings attainable from a reduction in peak power consumption.

Peak demand is the maximum rate at which the customer consumes electricity during the billing period. Since the utility company undertakes to maintain a fixed voltage, it must have sufficient equipment in place to meet its customers' capacity at all times. This equipment, ie. distribution lines, transformers, switchgear, etc. must be financed and as a result, a specific charge, ie. demand charge is levied against the consumers to recover these costs. A billing system was devised whereby the consumer is billed according to their load (kw) requirements. This is referred to as demand charge and is quantified in terms of dollars per kilowatt of peak demand per month.

Load factor is a measure of the uniformity of the rate of consumption of electrical energy. It is expressed as a percentage of the energy consumed to the energy that could have been consumed at the peak demand rate assuming that the peak demand had been maintained continuously throughout the billing period, ie. Load

$$\text{Factor} = \frac{\text{Total Monthly Consumption (kwh)}}{\text{Peak Demand (kw) x total hours in billing period}}$$

The load factor has a direct influence on the average cost of electricity. The higher the load factor, the lower the average cost. In other words, the more constant the peak demand, the more consumption is charged at the lower rate structure. Ideally, drastic fluctuations in demand should be avoided. If a high demand is drawn for only fifteen minutes, resulting in a peak demand for the monthly billing period, the higher demand is utilized in computing the monthly invoice.

At the extreme, the average KWH cost of electricity is approximately \$0.09 at 10% load factor. However, by improving the load factor to 60%, the average cost decreases by more than 50% to \$0.04 per KWH. There is a limit to the average cost reduction realized through improvement to the load factor. As load factor approaches 100%, the cost reduction is less dramatic, ie. L.F. 100%, cost per KWH \$0.0334. Nonetheless, when considering the quantity of power consumed by the C.U.P. and Copps Coliseum, significant cost savings can be achieved by improving the load factor and eliminating peak demand charges.

INTERPRETATION OF DATA

Please refer to attached charts numbered one through nine inclusive.

Chart No. 1 - Central Utilities Plant

This chart shows the total annual energy consumption of the C.U.P. for the periods specified. You will note that power consumption rates have fluctuated from a minimum of 31,156,266 KWH in 1984 to a maximum of 34,776,227 KWH in 1985 while in 1987 a total consumption of 31,547,616 KWH was established. I believe that the increase in electrical consumption experienced in 1985 and 1986 over 1984 can be in part be attributed to the increase in summer event activity at both Hamilton Place and the Convention Centre. Although this activity increase continued into 1987, it was not until this time that the benefits from C.U.P. chiller plant modifications were realized. These modifications have allowed for more efficient operation of the chilled water generation system thereby reducing power consumption.

It should also be noted that natural gas consumption reached its highest level in 1987. This increase can be explained by the increased reliance on natural gas to fulfill our heating needs. Modifications to the natural gas boiler plant at Hamilton Place have allowed us to make more efficient use of this system, ie. increase load on natural gas boilers while decreasing load on electric boilers. Consequently, an increase in natural gas consumption and decrease in electrical power consumption is evident.

By relegating the use of the electrical boilers to a backup position, an increase to the load factor has been achieved and corresponding power charges reduced. This increase to the load factor can be attributed to;

- a) reduction of electric boiler usage.
- b) improved operating practices through the aid of the upgraded Honeywell Building Automation System.
- c) increased awareness of staff by system operating capabilities.

The above measures have provided the following reduction in power consumption and corresponding cost savings for the 1987 period;

Power Consumption	1986	-	34,419,199 KWH
	1987	-	<u>31,547,616</u>
Net Reduction			2,871,583 KWH

Coupled with the improved load factor, this consumption reduction translates into annual energy savings of approximately \$143,500.00.

Goals and objectives for the C.U.P. for the upcoming year will be to;

- 1) Eliminate the use of the electric boilers altogether for heating water generation.
- 2) Increase the load factor so as to reduce the average unit cost of electricity from 0.039 to 0.036 \$/KWH.
- 3) Increase the efficiency of the natural gas boiler plant by installing new, high efficiency boilers.
- 4) Negotiate an improved rate structure for natural gas based on increased consumption patterns.
- 5) Continue staff training programme to keep abreast of developing technology.
- 6) Continue comprehensive maintenance and preventive maintenance programme.

Chart No. 2 - Hamilton Convention Centre

This chart shows the total annual energy consumption of the Convention Centre for the four year analysis period. Total consumption is comprised of the three unit components, ie. power, heating and cooling in equivalent KWH. Power consumption reached a maximum in 1987. This maximum can again be explained in part to the increase in the number of events. However, it should be noted that the Convention Centre maintains a very high base building electrical load. This base load remains constant and is not adversely affected by event activity. The base load is primarily comprised of the following components;

- a) power to operate HVAC equipment necessary for occupant comfort.
- b) power for lighting.
- c) power for elevating devices, ie. escalators.
- d) miscellaneous.

The base electrical load can be significantly reduced during non-event days by simply reducing or eliminating lighting levels in unoccupied areas and by "keying off" the escalators. These simple measures could produce an estimated 25 percent reduction of the base electrical load during non-event days.

Heating utility consumption was reduced considerably in 1987 to a four year low of 1,327,260 KWH. This reduction can be attributed to;

- a) increased operating efficiency of the heating water generation system at the C.U.P.
- b) decrease in degree days signifying a milder winter, ie.
 1987 - 577.8 degree days
 1986 - 604.3 degree days
 Normal - 652.8 degree days

Through further improvements to the heating water generation system scheduled for 1988, additional cost savings should be achieved.

Cooling utility consumption and costs associated thereto remained fairly stable up until 1987. This surge in consumption experienced in 1987 was primarily the result of an unusually early, hot and humid summer season. In addition, the increase in summer activity at the Convention Centre contributed to the higher cooling load. A concerted attempt must be made to reduce non-essential lighting levels since this factor contributes significantly to the building heating load during the summer months.

Chart Nos. 3 and 4 - Hamilton Convention Centre

These charts depict the relationship between energy consumption and load indicator, ie. degree days, event days.

Power consumption increases as the number of degree days increase. This can be explained by the fact that the number of hours of day light decreases during the winter months thus increasing the interior lighting load. In addition, electric heating is required during the winter months thereby increasing power consumption. Events days have a limited effect on power consumption. This, as explained previously, is attributed primarily to the high base building electrical load. Quite simply, the building consumes equal amounts of electricity whether there is an event or not. Graphically this is depicted by the flatness of the power consumption regression line as represented on Chart No. 4.

Heating utility consumption increases as expected, as the number of degree days increase. The fairly consistent slopes of the heating consumption regression lines for each of the four years represented indicates similar total degree days annually as well as a constant method of plant system operation. The value of the y-axis intercept and the fact that this value was minimized in 1987 is indicative of a reduction in the base building heating consumption. Event days have very little effect on heating consumptions. This is understandable when considering that an influx of bodies in to an enclosed space in fact generates a heating affect.

Degree days and event days have similar effects on cooling utility consumption. With warmer summer weather and an increase in event days, cooling utility consumption increases. The relatively high value of the y-axis intercept for both degree and event days in 1987 as compared to previous years is representative of an increased building cooling load. This increase in cooling load translated into higher cooling utility consumption and corresponding cost for 1987. Through more efficient operation of the chilled water generation system at the C.U.P., it is anticipated that cooling costs can be decreased by approximately 10 percent in 1988.

Chart No. 5 - Hamilton Place

This chart shows the total annual energy consumption of Hamilton Place for the four year analysis period. In 1987, Hamilton Place performed well in reducing power and heating consumption and decreasing the unit cost for cooling. The power consumption reduction of approximately 800,000 KWH translates into real annual savings of approximately \$72,000.00 in 1987 dollars. This reduction can be primarily attributed to a more effective operation of HVAC systems and equipment resulting from the extension of the computerized Building Automation System to Hamilton Place. Even with the restrictions that are placed on the periods of time which equipment may be shut down, unit power costs were reduced from \$2.16 to \$1.72 per square foot from 1986 to 1987 respectively. The restrictions which we face are primarily the result of the poor insulating quality of the building structure. Thermal loss is so great that prolonged downtime of heating equipment dramatically affects building temperature.

Heating utility consumption was reduced significantly in 1987. This reduction can be attributed to;

- a) more efficient operation of heating water generation system.
- b) installation of new humidification system.
- c) reduction in degree days, ie. milder winter season.

With the installation of more efficient heating boilers as previously discussed, further reductions in heating utility consumption are anticipated in 1988.

Cooling utility consumption increased dramatically in 1987 as compared to previous years. However, it should be noted that the unit cost of generating chilled water decreased in 1987 over 1986 by approximately 9 percent. The consumption increase was directly affected by the increase in summer event activity, ie. summer programme for students, whereas the unit cost reduction was the result of improved plant operation.

In 1988 it is anticipated that power consumption can be reduced by another 10 percent; heating consumption reduced by 20 percent; and the unit cost for cooling reduced by 10 percent.

Chart Nos. 6 and 7 - Hamilton Place

These charts depict the relationship between energy consumption and load indicator for Hamilton Place.

Degree days affect power and heating utility consumption as expected. In 1987, the base building power and heating loads were reduced considerably over previous years. This is indicative of improved plant system operation. However, further reductions to the base building loads are achievable, and will be a primary goal for 1988.

Event days have little effect on power and heating utility consumption rates. Even though activity at Hamilton Place increased in 1987, consumption rates were minimized in comparison to previous years. Cooling utility consumption rates increase as activity increases. However, through more efficient operation of the chilled water generation system, unit cost for cooling should be reduced further in 1988.

In consideration of the age of the building and mechanical systems, Hamilton Place is the most efficient user of energy. With improvements to the mechanical systems and building structure, ie. roof replacement scheduled for in 1988, further reductions in energy consumption are anticipated.

Chart Nos. 8 ,9, and 10 - Copps Coliseum

At Copps Coliseum, building occupancy dictates the operational status of the facility.

Event days were slightly higher in 1987 which translated into increased power consumption. Also, with the late summer start of the hockey season, ice making and air conditioning systems were utilized to a greater extent.

The limited amount of historical data available makes it difficult to follow or predict trends in power consumption. However, it is evident that substantial cost savings are available to us by improving the dismal percent load factor which was experienced in 1986 and 1987. By improving the load factor to 65 percent, considerable reductions in power consumption and corresponding cost can be achieved. Savings in the magnitude of 20 percent or \$50,000.00 per annum are not unrealistic. This can be accomplished by reducing/eliminating non-essential loads during events thereby curtailing peak demand penalties. The installation of a peak demand controller interfaced to the computerized BAS which would automatically stop equipment on a pre-determined priority basis, would be very beneficial in terms of limiting power consumption.

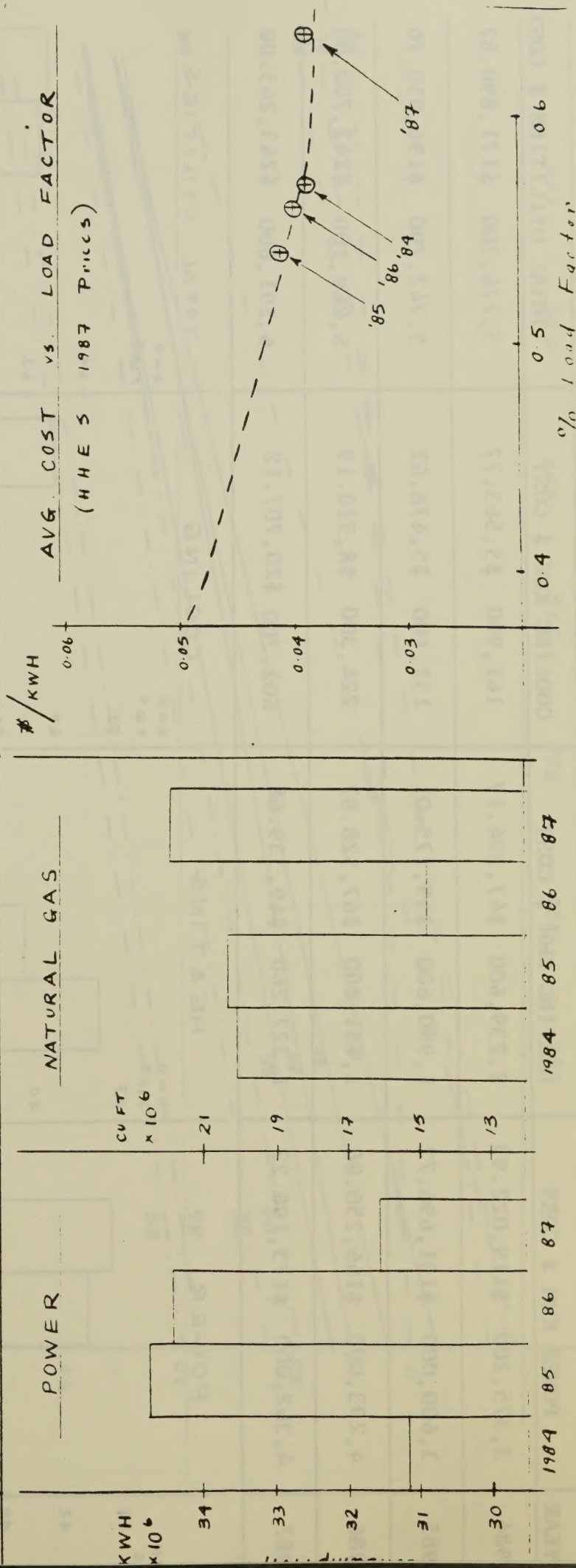
Heating consumption and the corresponding cost was slightly reduced in 1987. This can be explained by improved operation of the heating plant and the mild winter experienced. Further reductions to the heating consumption are limited.

Our primary goal for 1988 and future years will be to improve the percent load factor and reduce the fluctuations in power consumption, ie. curtail peak demand. This measure offers the greatest potential for energy savings.

CENTRAL UTILITIES PLANT

CHART NO. 1

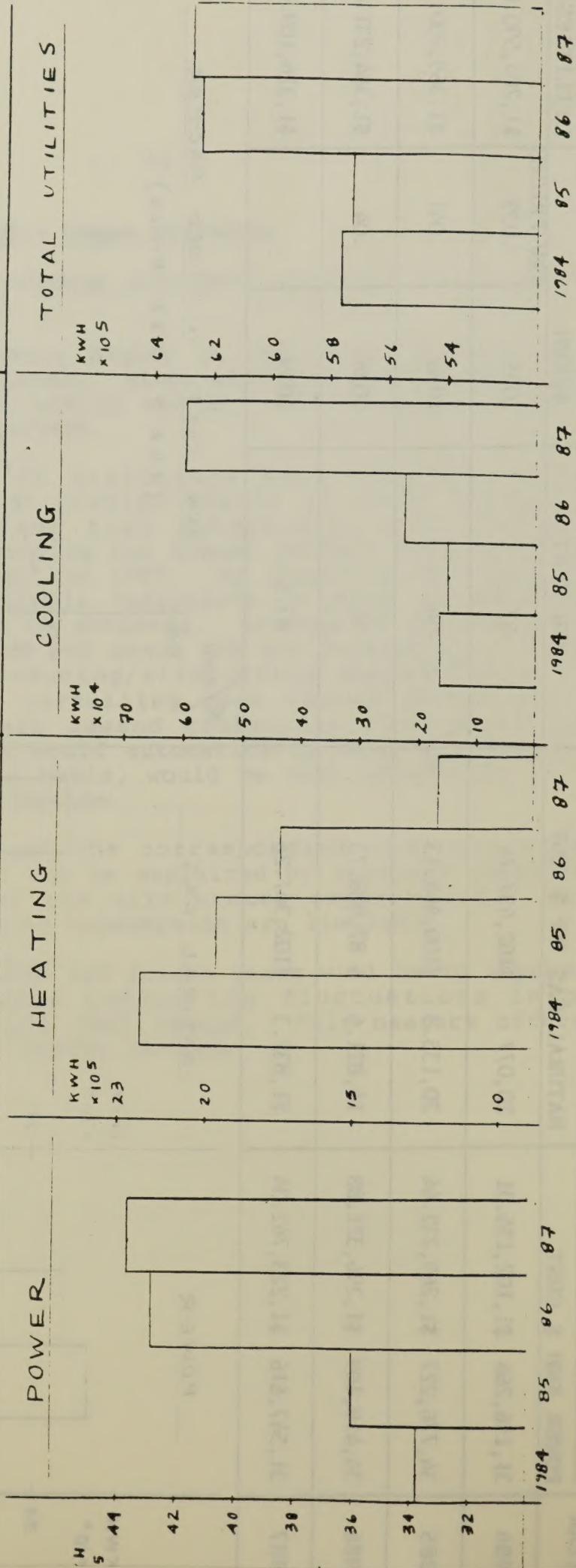
YEAR	POWER KWH \$ COST		NATURAL GAS TCF \$ COST		AVERAGE LOAD FACTOR PER CENT	UNIT COST OF POWER		TOTAL UTILITIES
						\$/KWH	1987 PRICES	
1984	31,156,266	\$1,102,155.31	20,077	\$102,437.74	57	.035	.039	\$1,204,593.05
1985	34,776,227	\$1,269,232.44	20,135.8	\$100,468.13	54	.036	.041	\$1,369,700.57
1986	34,419,199	\$1,296,321.88	14,821.6	\$ 87,908.73	56	.038	.04	\$1,384,231.41
1987	31,547,616	\$1,223,742.34	21,832.3	\$102,367.26	63.5	.039		\$1,326,109.60



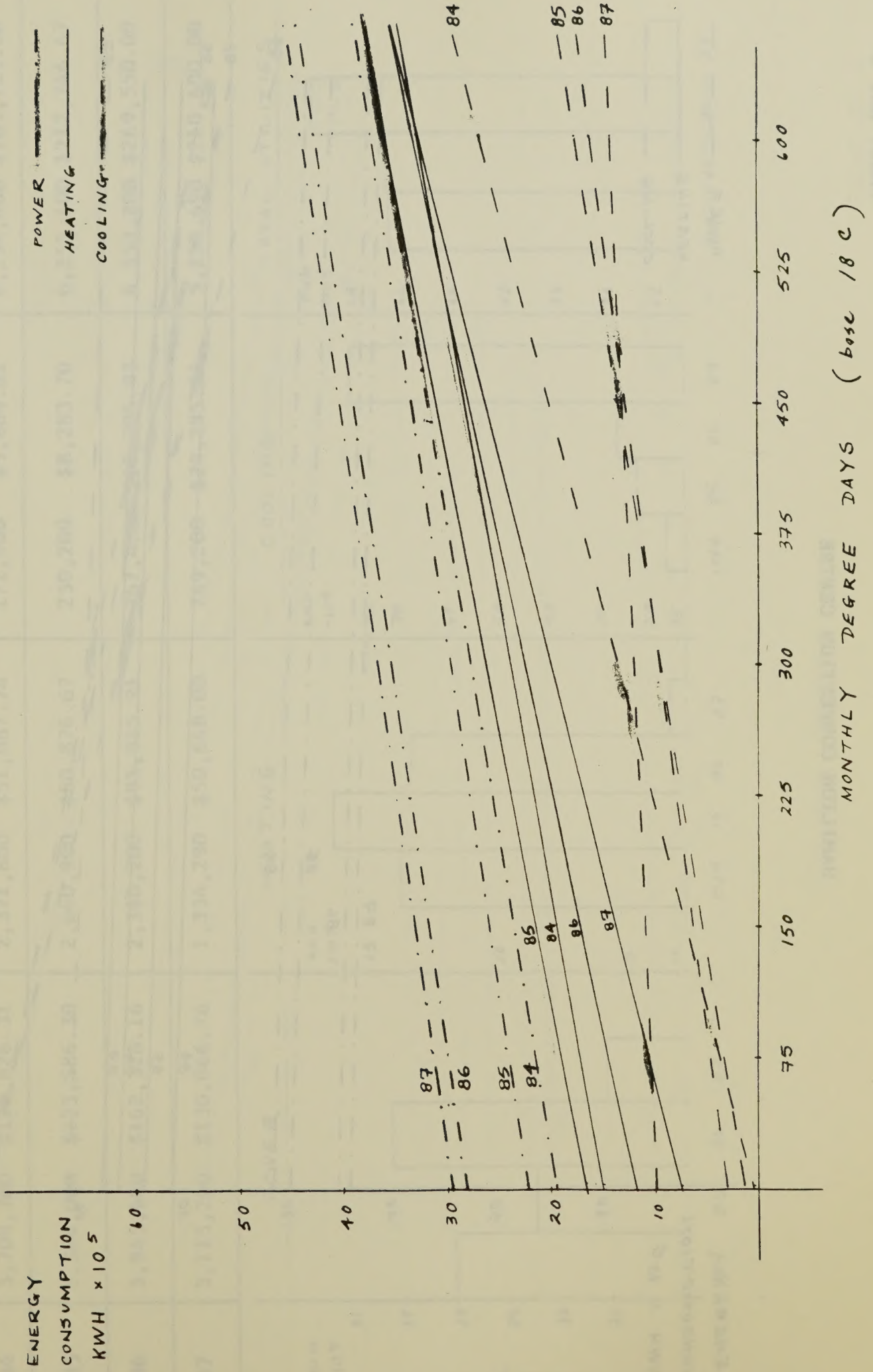
HAMILTON CONVENTION CENTRE
ANNUAL CONSUMPTION AND COST TOTALS

CHART NO. 2

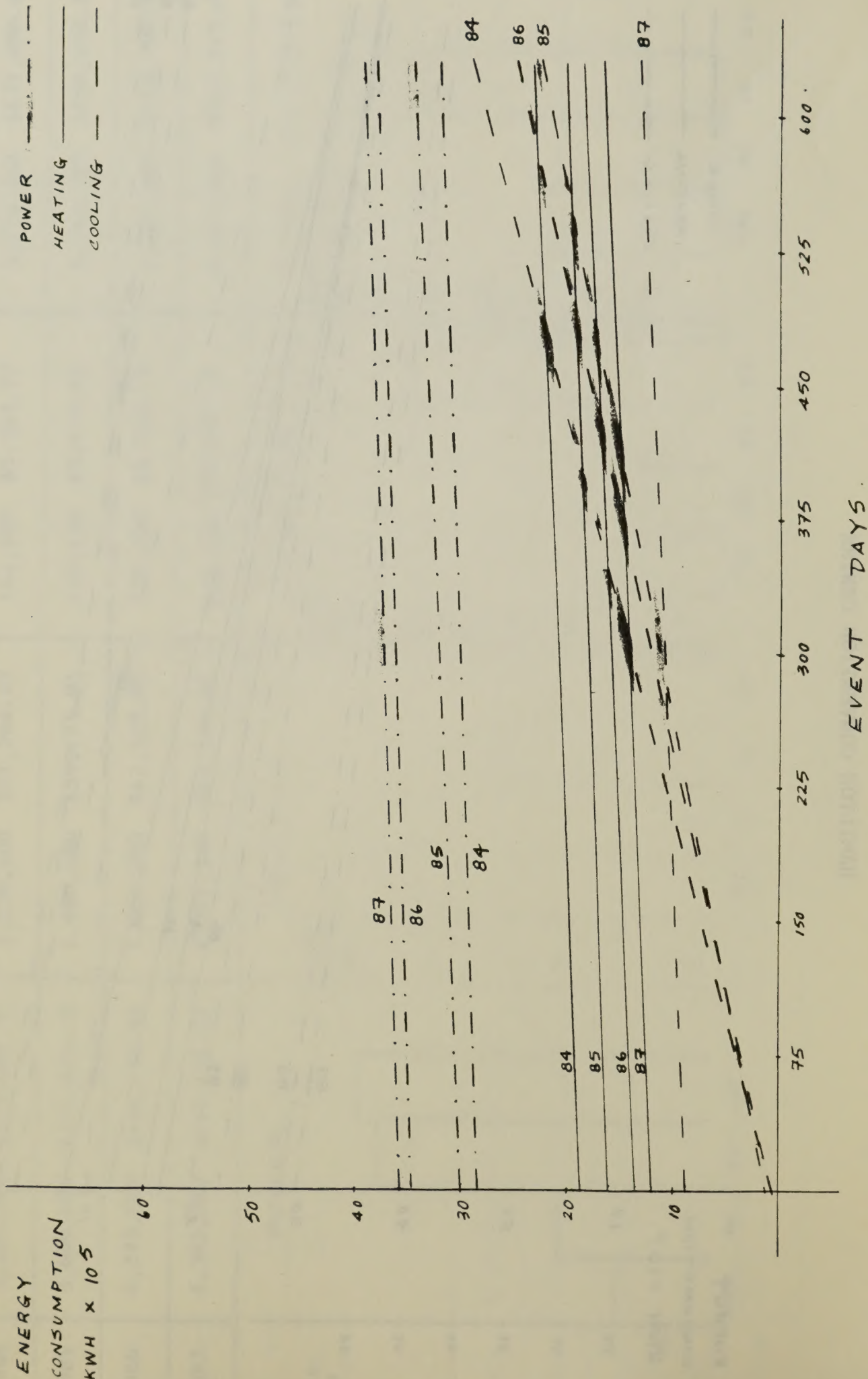
YEAR	POWER KWH \$ COST	HEATING KWH \$ COST	COOLING KWH \$ COST	TOTAL UTILITIES \$ COST
1984	3,375,200 \$1119,022.93	2,239,600 \$47,304.17	161,900 \$5,563.77	5,776,700 \$171,890.87
1985	3,600,000 \$131,696.72	1,990,600 \$59,775.01	152,100 \$5,478.62	5,742,700 \$196,950.70
1986	4,293,000 \$166,250.94	1,751,800 \$67,528.87	224,300 \$8,920.19	6,269,100 \$242,700.00
1987	4,362,000 \$173,198.22	1,327,260 \$49,339.66	602,700 \$20,707.12	6,291,600 \$243,245.00



HAMILTON CONVENTION CENTRE



HAMILTON CONVENTION CENTRE

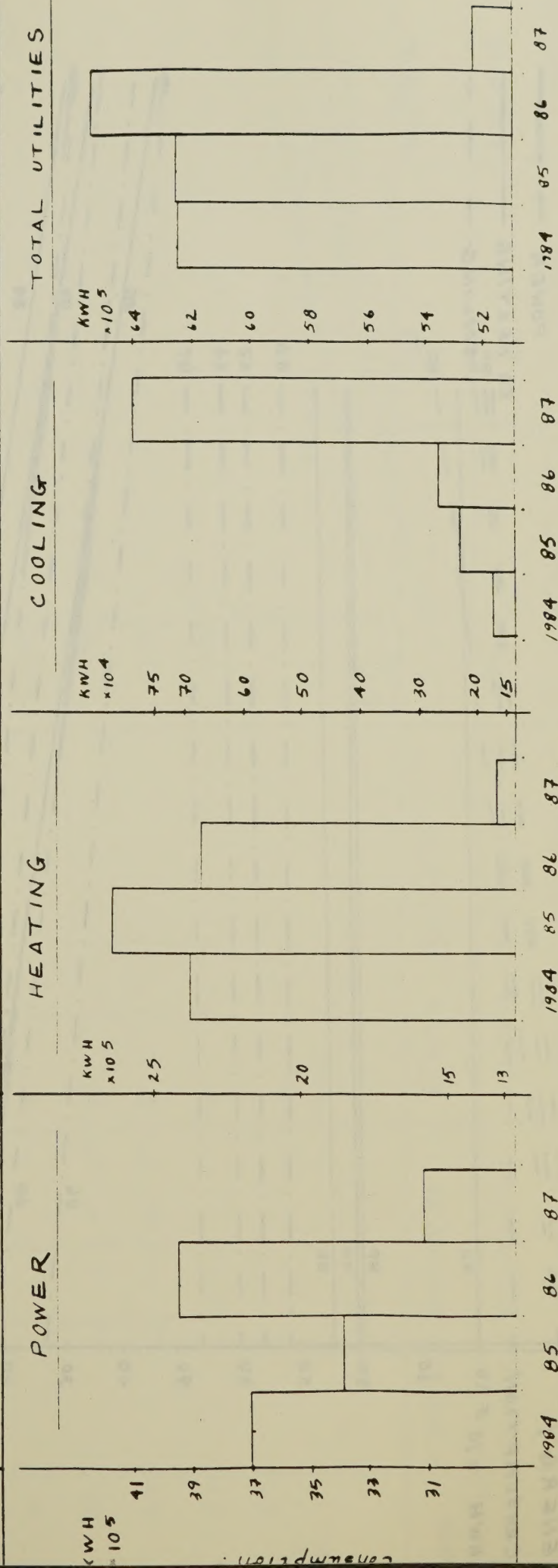


HAMILTON PLACE

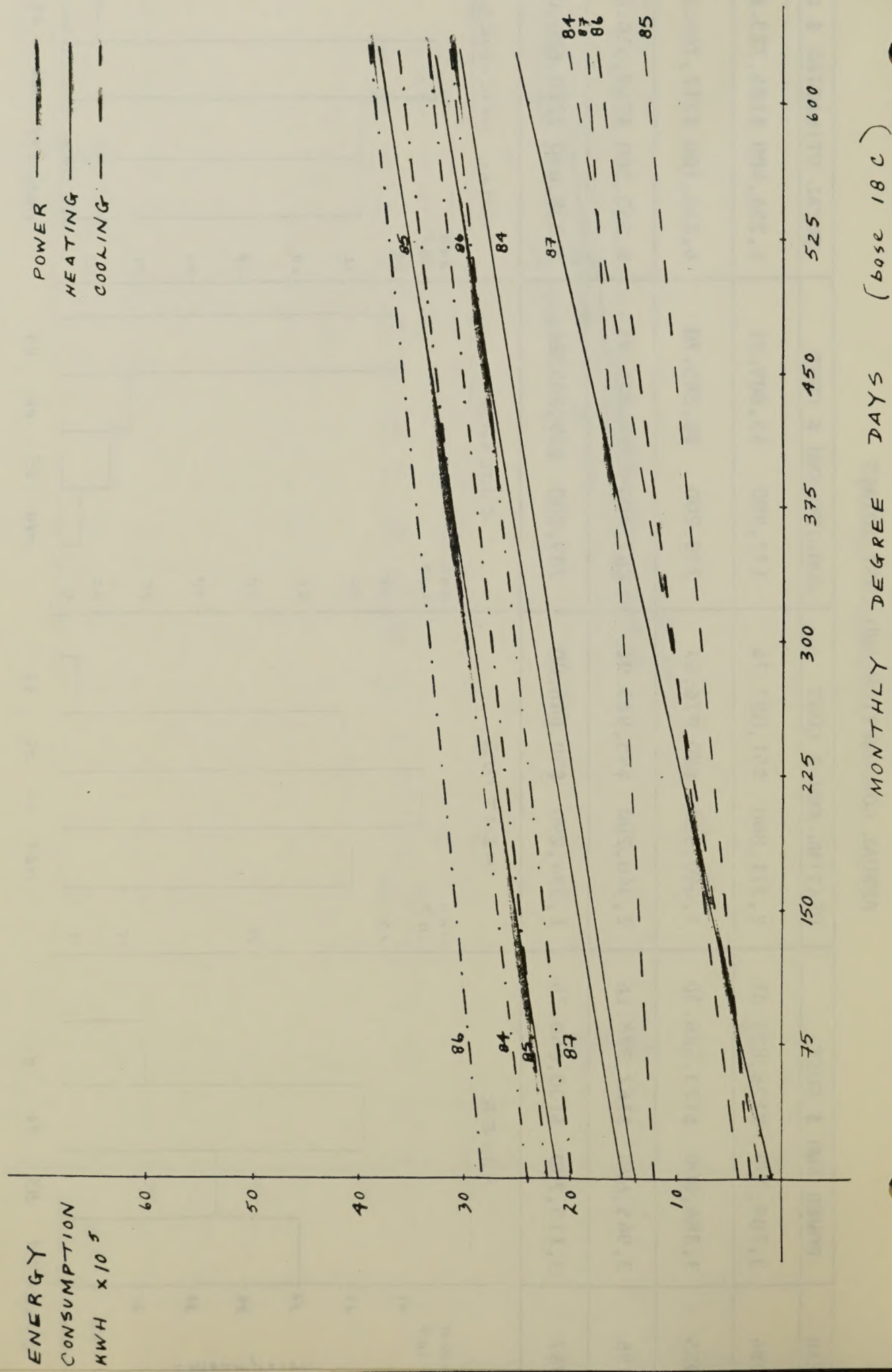
CHART NO. 5

ANNUAL CONSUMPTION AND COST TOTALS

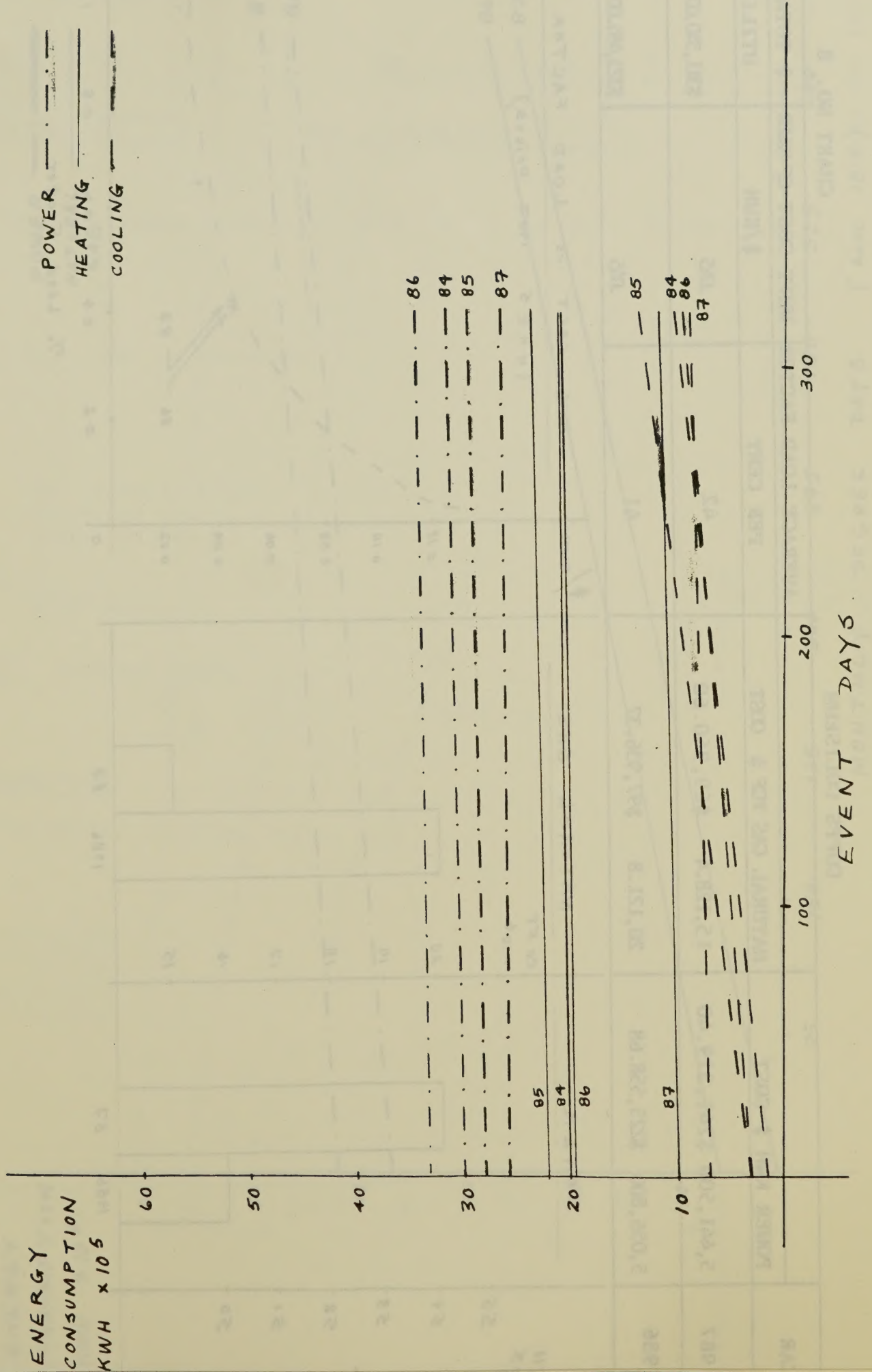
YEAR	POWER KWH \$ COST	HEATING KWH \$ COST	COOLING KWH \$ COST	TOTAL UTILITIES \$ COST
1984	3,709,700 \$128,826.31	2,371,800 \$51,087.74	172,900 \$5,809.81	6,254,400 \$185,723.86
1985	3,384,000 \$123,586.30	2,640,900 \$80,876.67	230,200 \$8,283.70	6,255,100 \$212,746.67
1986	3,945,600 \$162,328.16	2,340,200 \$95,915.91	267,400 \$11,305.93	6,553,200 \$269,550.00
1987	3,115,200 \$130,666.76	1,334,290 \$50,648.00	789,200 \$29,285.24	5,238,690 \$210,600.00



HAMILTON PLACE



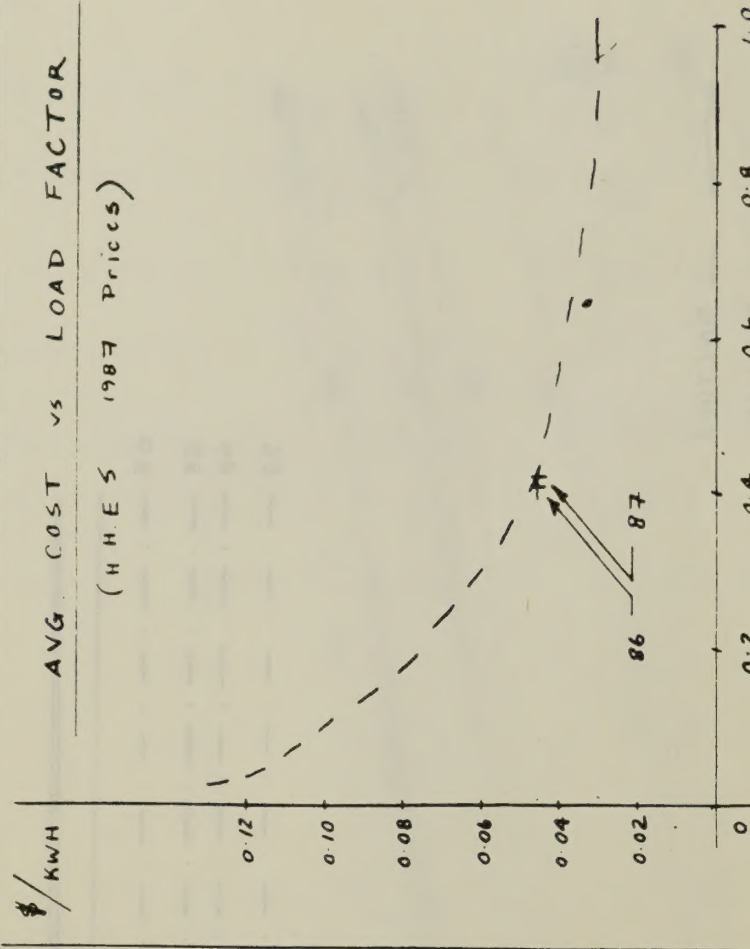
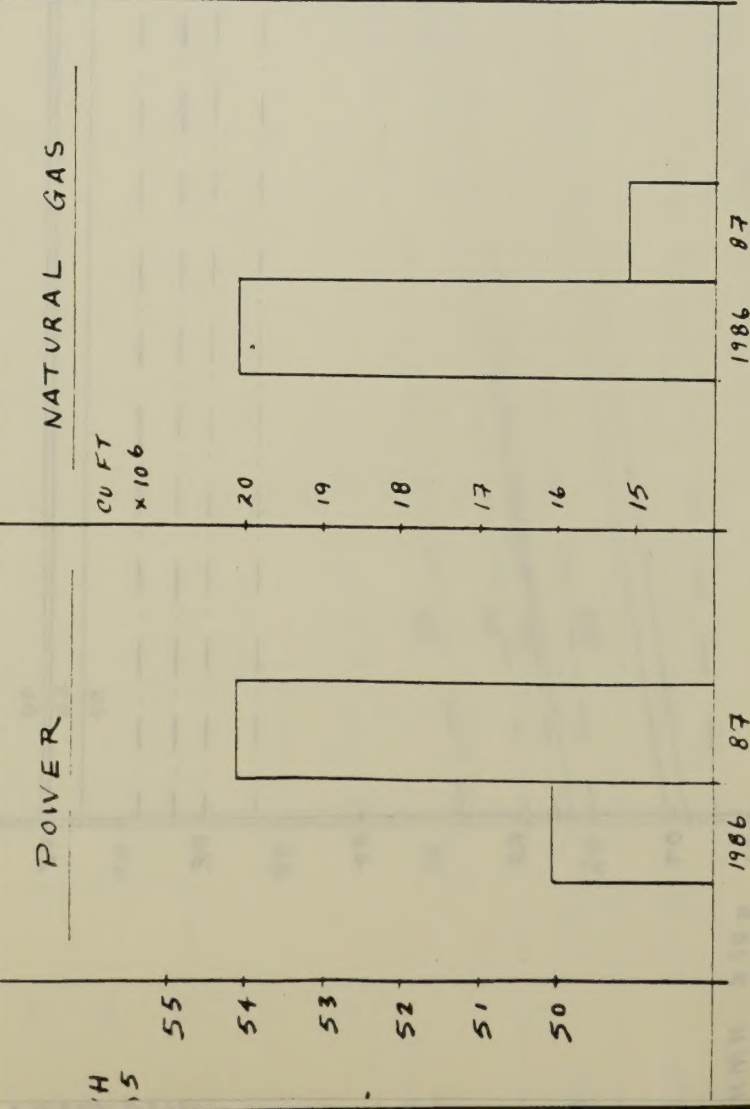
HAMILTON PLACE



COPPS COLISEUM

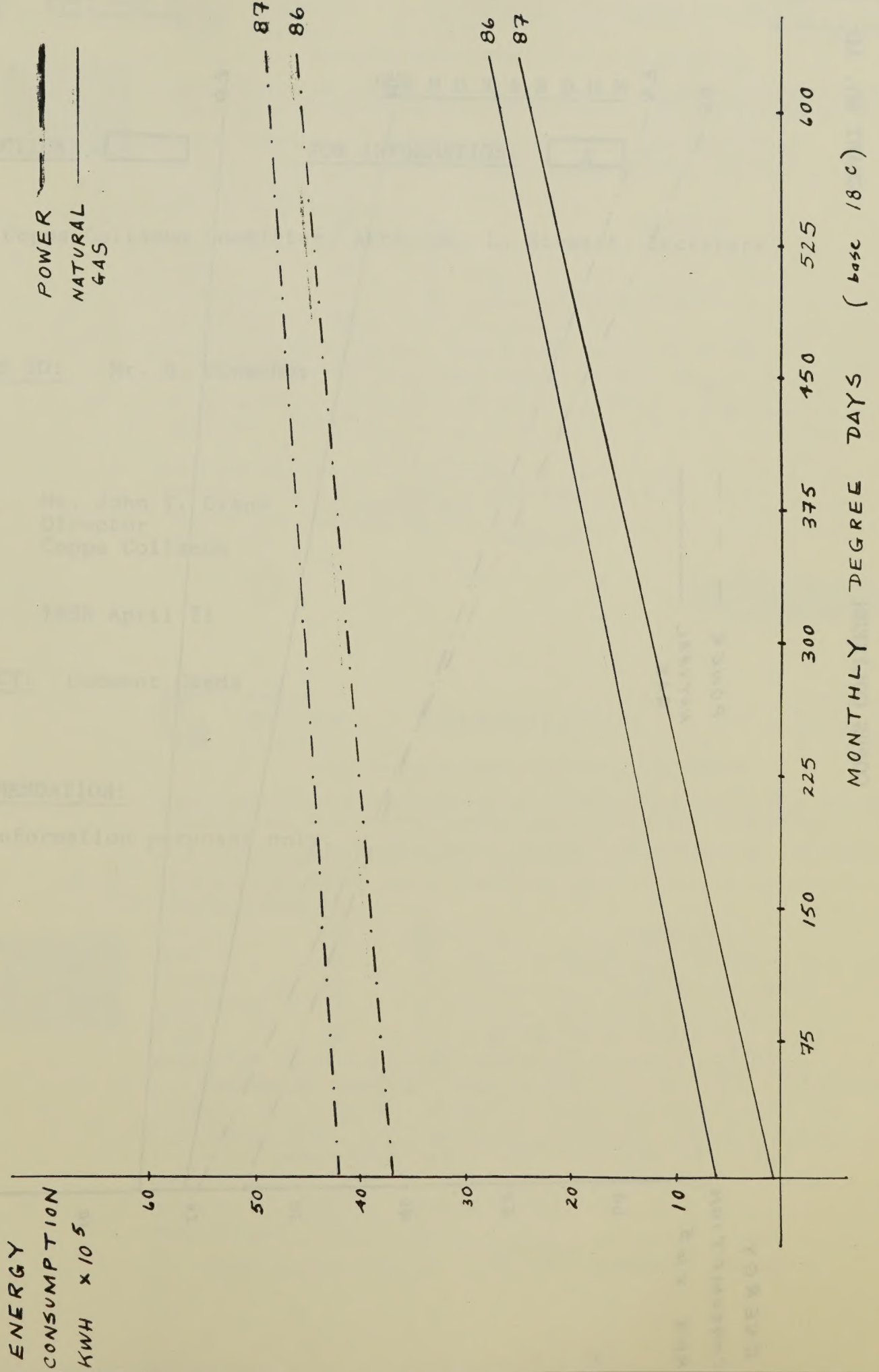
CHART NO. 8

YEAR	POWER KWH \$ COST		NATURAL GAS TCF \$ COST		AVERAGE LOAD FACTOR PER CENT	UNIT COST OF POWER \$/KWH		\$ TOTAL UTILITIES	
1987	5,441,500	\$241,379.40	15,128.4	\$69,960.60	42	.045		\$311,340.00	
1986	5,056,800	\$225,558.68	20,121.8	\$97,936.32	41	.045		\$223,495.00	



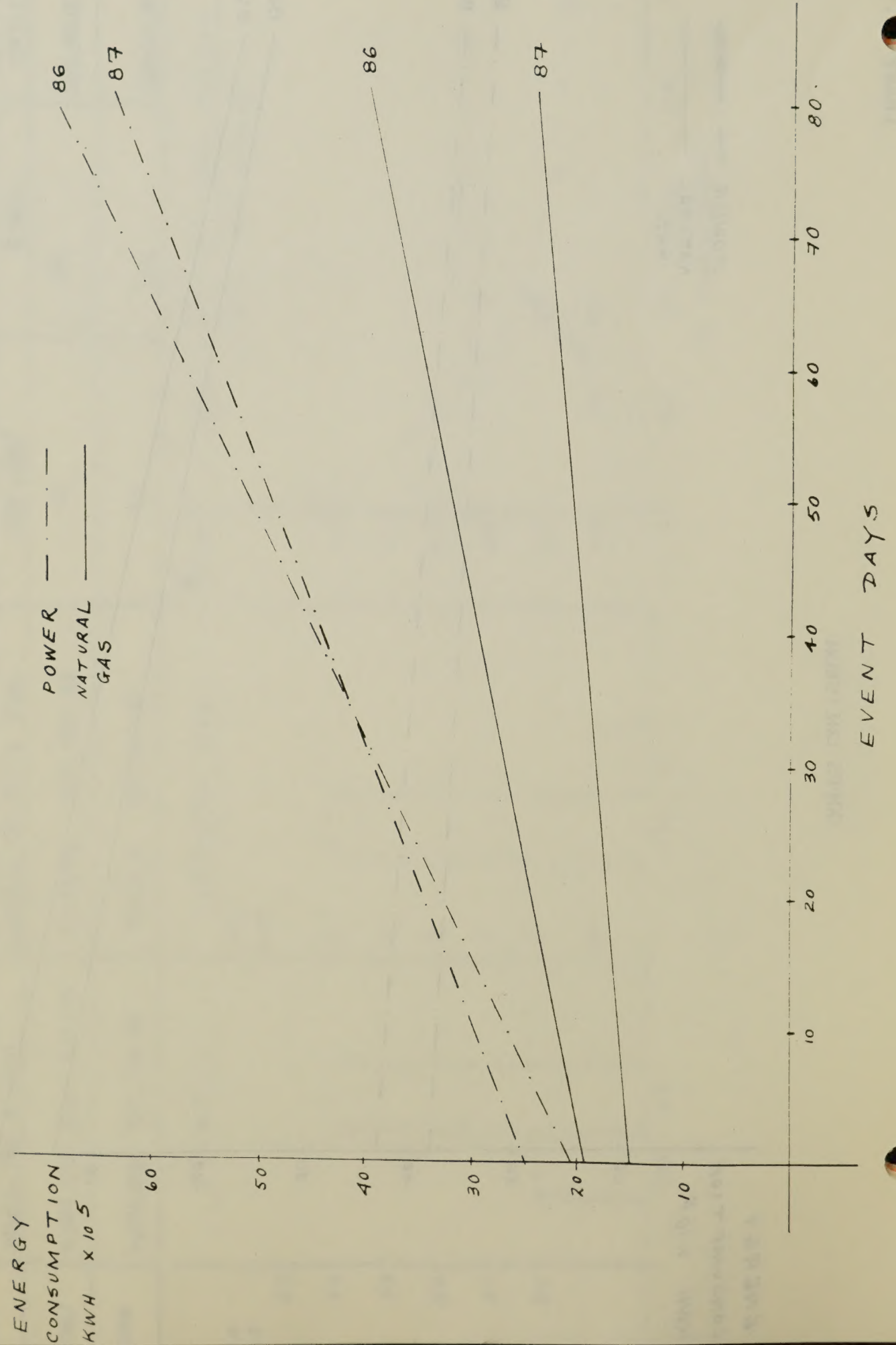
97. Load Factor

COPPS COLISEUM



COPPS COLISEUM

CHART NO. 10



MEMORANDUM

FOR ACTION: - ☐

FOR INFORMATION: ☒

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 21

SUBJECT: Comment Cards

RECOMMENDATION:

For information purposes only.

M E M O R A N D U M from
COPPS COLISEUM

Page 2

BACKGROUND:

Attached for the information of the Copps Coliseum Committee are
Comment Cards received to date.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: STEELHAWKS

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	<u>To expensive</u>
OTHER	☐	☐	

SUGGESTIONS: No discount for kids
Put a sign on the scoreboard
saying Do Not Put Your Feet on
The seats,

NAME: Ron Shields

ADDRESS: 82 SAN REMO DR.

PHONE NUMBER: 5753691

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: FINAL PLAYOFF GAME HAMILTON & WINDSOR

DID YOU ENJOY THE EVENT? NO

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☐	
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☒	☐	<u>STEELHAWK HOCKEY CLUB</u>

SUGGESTIONS: I, AS WELL AS MANY OTHER
PATRONS WERE DISCUSSIED WITH THE SPORTSMAN-
SHIP OF OUR HOCKEY CLUB. THERE WAS NO
REASON FOR NOT SHAKING WINDSOR'S HANDS AFTER A
SERIES THAT WAS WON BY THE BETTER CLUB!

NAME: ONCE PROUD HAMILTON STEELHAWK FAN'S

ADDRESS: COPPS COLISEUM

PHONE NUMBER: _____

THANK YOU

THE STEELHAWKS DID NOT DESERVE TO WIN!



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: STEELHAWK hockey game

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>very polite</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☒	☐	

SUGGESTIONS: just need more people to support the team

NAME: Steelhawk fan

ADDRESS: unlisted

PHONE NUMBER: unlisted

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Hamilton Steelhawks

DID YOU ENJOY THE EVENT? Very Much

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☒	☐	

SUGGESTIONS:

Lower your ticket prices

NAME: Victor K. Copps

ADDRESS: 7800 Steeles Ave. E.

PHONE NUMBER: 389-7688

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Steelhawks vs. Windsor

DID YOU ENJOY THE EVENT? Yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	<u>Too Costly</u>
OTHER	☐	☐	

SUGGESTIONS: The playoff ticket prices for children ~~can~~ should be reduced. (They make more noise and are the fans of the future). Have a Shots on Goal Board.

NAME: Walter Walker

ADDRESS: 77 Purcell Dr. #53

PHONE NUMBER: 574-0051

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: ARENA CROSS

DID YOU ENJOY THE EVENT? NO

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	
OTHER	☒	☐	

SUGGESTIONS: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Arena Cross

DID YOU ENJOY THE EVENT? NO!!!

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☒	<u>I Think this place sucks! so does the Food! So does my dad for bringing us here! Haha Ha</u>
FACILITY	☐	☒	
CONCESSIONS	☐	☒	
OTHER	☐	☒	

SUGGESTIONS: Have some tacos and never bring the Arena Cross here again!

NAME: Kyle Taylor

ADDRESS: 193 Kings Forest Dr.

PHONE NUMBER: 574 0282

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: MOTOR CROSS ARENA CROSS

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☐	☒	
OTHER	☒	☐	

SUGGESTIONS:

I Like to See More NHL Hockey Games

NAME:

ADDRESS:

PHONE NUMBER:

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: ARENA CROSS

DID YOU ENJOY THE EVENT? Sure if it was a game

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>Very good</u>
FACILITY	☒	☐	<u>Very good</u>
CONCESSIONS	☒	☐	<u>Still better than other</u>
OTHER	☒	☐	

SUGGESTIONS:

NAME:

ADDRESS:

PHONE NUMBER:

Elius Presley
Memphis TN
Heaven

THANK YOU



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

April 20, 1988

REPORT BY THE DIRECTOR OF COPPS COLISEUM

Events

George Jones returned to the Coliseum on March 8 at 8:00 p.m. and played to an audience of approximately 4,000 patrons. Mr. Jones has been described as a "living legend" in country music whose hit recordings stretch through time from "We Go Together" in 1972 to "Wine Coloured Roses" last year. Also joined in concert with George Jones was "The Family Brown" and "John Conlee" who are both familiar to the loyal country and western music fans.

The City of Hamilton Minor Hockey Association Day took place at the Coliseum on April 9, 1988 from 8:00 a.m. to 10:00 p.m. This event is sponsored by the Culture and Recreation Department. This was a very exciting day for the competing teams at all levels. These were championship games and were thoroughly enjoyed by the players and parents alike.

The City of Hamilton Ringette Tournament took place at the Coliseum on April 10, 1988 from 8:00 a.m. to 6:00 p.m. This event is sponsored by the Culture and Recreation Department. Again, this was a very exciting day for the participants who competed in the tournament.

The Kenny Rogers concert took place at the Coliseum on April 13, 1988 at 7:30 p.m. The show itself was excellent with Rogers singing most of his old hits along with introducing some new songs. The opening act was "Patty Loveless", an up and coming young country and western singer followed by the "Oakridge Boys" who gave a great performance to approximately 16,000 exciting fans. Overall, this was truly a great show.

The Budweiser Arenacross took place at the Coliseum on April 16, 1988 at 7:30 p.m. Approximately 4,000 fans came to see this very exciting event. It is truly amazing what these young men could do with motorcycles especially in the areas of jumping and tight turns. I believe this is an up and coming sport and look forward to them returning again next year, notwithstanding the amount of soil which has to be brought into the facility and turned into a raceway. It is estimated that approximately 100 tons of soil are required in order for this event to take place.

Page 2

What about those Steelhawks! They won the quarter and semi finals by eliminating North Bay and London respectively. However, they were eliminated in four straight games by the strong Windsor Spitfire team. The fourth game was played at Copps Coliseum on Sunday, April 17 at 7:30 p.m. Overall, the Steelhawks enjoyed a very good season and not beating the Windsor team was not surprising given that they are rated the best Junior Hockey Team in Canada.

Sales and Marketing

Casual Ice Time Report

Our Casual Ice Time programme has concluded for the season and went very well. The Event staff did not experience any operational problems and look forward to the continuation of the programme in the Fall.

We had 15 rentals between March 7, 1988 and April 6, 1988 and generated revenue in the amount of \$4,950.00 which is very respectable.

Novelties and Souvenirs

In January of this year the Director implemented a programme whereby we would negotiate and receive a 15% return on all souvenirs and novelties sold during events at Copps Coliseum.

Initially we received some opposition with this negotiation, particularly with promoters who licenced the use of the facility previously. However, we have established a pattern of incorporating into our Licence Agreement a clause whereby we reserve the right to receive 15% of the gross receipts from novelties and souvenirs for each event.

For the first quarter of 1988, we have received revenue in the amount of \$19,650.00 which is really a respectable amount.

Technical

Once the Steelhawks were eliminated on Sunday, April 17, 1988, the Ice Making Plant was shut down. The ice was removed on Tuesday, April 19, 1988. We expect to put the ice back in early September depending on the Steelhawks' opening schedule.

One of my main objectives when I assumed responsibility for the operation and management of the Central Utilities Plant was;

1. Upgrade the existing Central Control System to the latest standards. The system was obsolete and had no graphic capabilities for system trouble-shooting and operations.
2. Extend the upgraded Central Control System to operate Hamilton Place and City Hall. Neither of these facilities had Central Control capabilities.

To date we have met these objectives with the installation of a state-of-the-art Central Control System. This system has graphic capabilities for system trouble-shooting and could be started up or shut down from two (2) locations, namely the Central Utilities Plant and/or Copps Coliseum.

With the addition of Hamilton Place and City Hall on the Central Control System, we have the largest network of buildings being operated from one (1) central location in Canada (see attached chart).

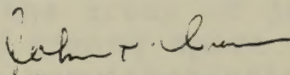
This state-of-the-art Building Automation System reflects on energy savings which are substantiated in the Energy Management Report.

The first quarter of 1988 was the best quarter ever for Copps Coliseum in terms of:

1. Total revenue
2. The bottom line - total revenue less total expenditures
3. Total number of performances, and
4. Attendance.

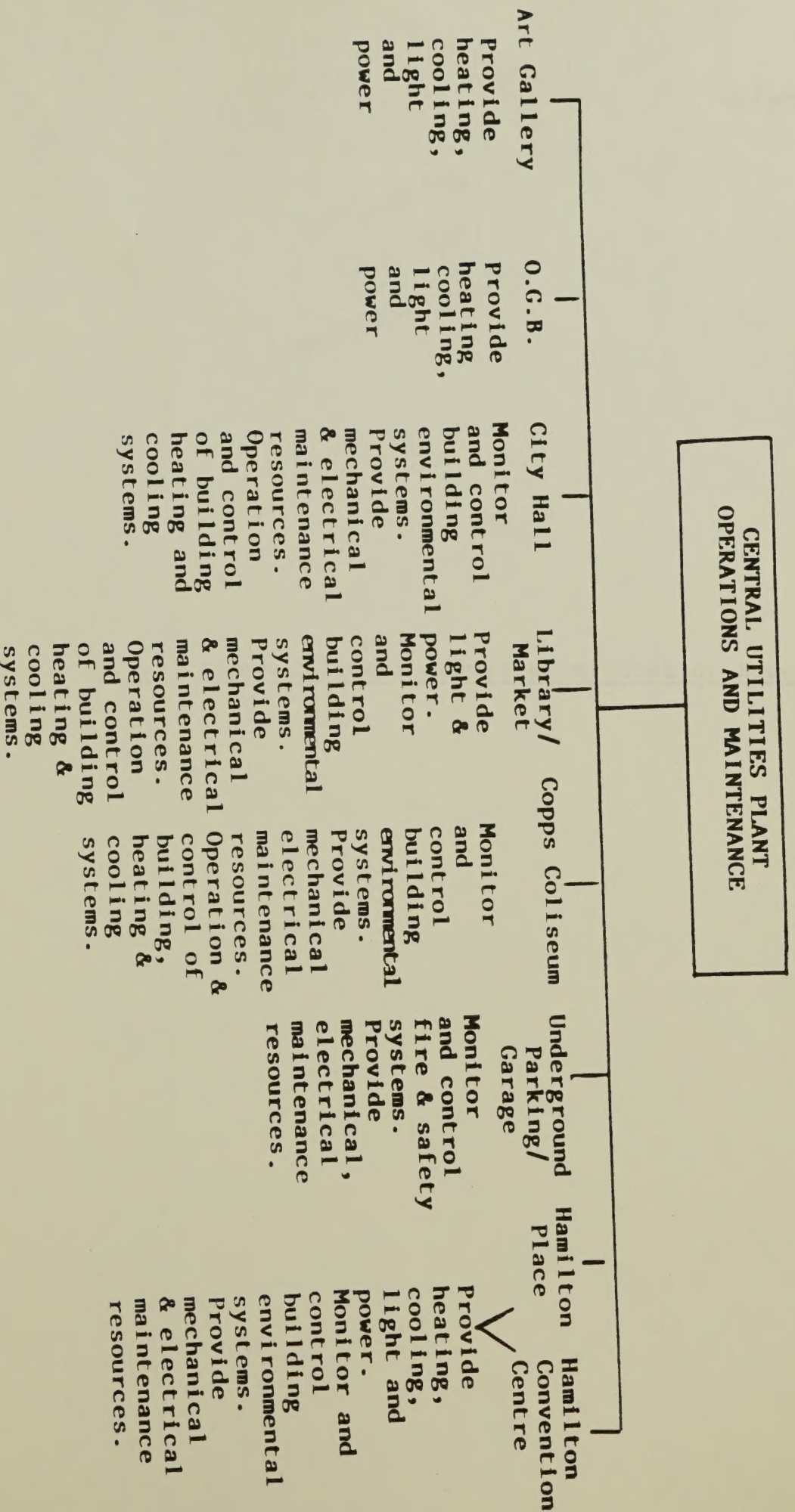
In terms of the bottom line, total number of performances and attendance, the month of March 1988 was the second best month ever. In respect of total actual revenues, however, the month of March 1988 was the best month ever.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.

CENTRAL UTILITIES PLANT - PROVISION OF SERVICES



URBAN MUNICIPAL
JUN 8 1988
GOVERNMENT DOCUMENTS

5.2.1 Copps Coliseum Committee Minutes of March 23, 1988

COPPS COLISEUM COMMITTEE

Wednesday, March 23, 1988
11:30 A.M.
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Alderman B. Hinkley, Chairman, HECFI
Board
Alderman J. Gallagher
Mr. T. Casey
Mr. W. McFarland

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mayor R. Morrow
Mr. N. Levitt

The Chairman called the meeting to order at 11:40 a.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 1:00 P.M.

THAT THE IN CAMERA MINUTES OF FEBRUARY 24, 1988, BE APPROVED.

THAT MANAGEMENT SECURE A PRICE ON A PLAQUE APPROXIMATELY 3 FEET BY 3 FEET COVERED WITH PLEXI GLASS OR SIMILAR MATERIAL, WITH THE NAMES OF THE DONORS IN BLACK LETTERING, AND THAT A MOCK-UP BE PRESENTED TO A FUTURE MEETING OF THE COPPS COLISEUM COMMITTEE.

THAT NO ACTION BE TAKEN TO OFFICIALLY RECOGNIZE THOSE WHO SERVED ON COMMITTEES TO SOLICIT FUNDS FOR THE COLISEUM.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM, APRIL 1988 - JULY 1988, BE RECEIVED FOR INFORMATION.

THAT THE COPPS COLISEUM COMMITTEE IN CAMERA MINUTES OF JANUARY 27, 1988, ITEM 5.3, PAGE 4, BE AMENDED TO READ "... ANY CONVERSATIONS THEY HAVE WITH MEMBERS OF CITY COUNCIL AND/OR MEMBERS OF THE HECFI BOARD SHOULD UNDER NO CIRCUMSTANCES ...".

THAT STAFF BE DIRECTED TO DRAFT A PROPOSAL FOR THE RENTING AND/OR LEASING OF THE PRIVATE BOXES ON A PER EVENT BASIS, AND THAT THESE PRIVATE BOXES BE RENTED TO INDIVIDUALS WHO WILL PAY THE PRICE OF THE PRIVATE BOX AS ESTABLISHED BY MANAGEMENT, AND THAT MANAGEMENT BE AUTHORIZED THE FLEXIBILITY OF SETTING THE PRICE OF THE PRIVATE BOXES.

THAT MANAGEMENT BE GIVEN THE AUTHORITY TO CONTINUE TO MARKET THE PRIVATE BOXES AS THEY SEE FIT AND REPORT TO THE COMMITTEE WITH A MINIMUM BASE PRICE DEPENDANT UPON THE PRIVATE BOX PRESENTLY LEASED BY MARDON LAWSON.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 2:30 P.M.

The order of business was altered in order that a presentation could be made by O K & D.

3. Marketing

3.2 Presentation by OK&D of ad layout

Mr. Conacher introduced Ms. Debbie Beamish and Mr. Phil King representing OK&D.

Mr. King displayed a sample of the ads for the three facilities. He advised that the ads would run consecutively for three pages and placed on the right hand side of the magazine's pages.

Mr. Marshall believed the ads to be cost effective since they are black and white. He advised that an ad can be placed in 48 hours.

Alderman Hinkley stated that he is unsure of what these ads will accomplish but they are different. He mentioned that we need to produce something that is different to attract more attention.

Mr. King mentioned that the colour ads basically look the same while this concept is very different. He added that we are taking an insidious approach, but that is not to be interpreted in a negative context.

Alderman Hinkley inquired if it is possible to get an unbiased and neutral reaction to these ads.

Mr. King suggested to pre-test it. He explained that a list of people are called and asked if they are aware of the facilities and kind of things they offer. Following the ads being out for one year, these people are called again and asked specific questions, and are also asked if they recall the ads.

Mr. Beattie mentioned that he liked the concept of the bold heading, but he cautioned against over exposure in a magazine similar to Amusement Business where the ads may be large as compared to other ads.

Alderman Gallagher advised that he liked the concept but did not want the visuals to mislead.

Mr. McFarland advised that he is not opposed to the concept, but suggested that we be selective in our choice of magazines in which to advertise. He mentioned that the results can be seen after placing these ads by an increase in business and Mr. Tsao could ask a promoter how he heard about us, ie. if it was from the ads. He added that increased business means the ads were successful and no increase in business means the ads were not successful. If they are not successful, then we can try something else.

Mr. King advised that he can prepare a list of suggested visuals.

Mr. Conacher advised that this presentation will be made to the Hamilton Place Committee meeting tomorrow.

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE CONCEPT OF A BLACK AND WHITE AD INCORPORATING A VISUAL METAPHOR, AS PRESENTED BY OK&D, BE APPROVED.

MOTION CARRIED.

1. Minutes of February 24, 1988

1.2 Motion For Approval

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE MINUTES OF FEBRUARY 24, 1988, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

Nil

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - April 1988 - July 1988

Alderman Murray asked if the stage for the Kenny Rogers concert has been changed.

Mr. Crane advised that the stage is in the same location but the backdrop has been removed thereby another 4,600 seats have been put on sale.

Alderman Gallagher mentioned that he heard on CHML that the stage will be centre in the round, and if this is not correct then CHML should be advised.

Mr. Crane advised that Mr. Marshall is now talking to the radio stations advising that there is no change in the position of the stage.

MOVED by Alderman Hinkley, seconded by Mr. Beattie that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - APRIL 1988 - JULY 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services

Alderman Hinkley advised that he is under the impression that the majority of people coming to Copps Coliseum are from Hamilton, the Hamilton-Wentworth areas, and also from London, St. Catharines, etc. He mentioned that if people from Burlington are going to Toronto and not to Hamilton, there is something wrong. He believes our audience points to the west.

Mr. Conacher mentioned that in a cost effective way we are trying to cultivate the market that we seem to have rather than the Toronto market.

Mr. Beattie mentioned that he would like to see an ad placed in the Oakville and Mississauga newspapers displaying the exact mileage from their location to Toronto and to Hamilton.

Mr. Conacher advised that people living in Mississauga and Oakville do not read the Hamilton Spectator, and this is part of a long list of items that we are addressing.

Mr. McFarland mentioned that there appears to be a block at Oakville and we cannot seem to draw them to Hamilton. He believes that this is also true of the people from St. Catharines, since they seem to go to Niagara Falls.

Alderman Hinkley mentioned that a number of people from Oakville could be brought into Hamilton and treated to what Hamilton has to offer. He stated that marketing is to be high priority.

Mr. McFarland mentioned that Hamilton has a lot of bus trips to out of town destinations, however, we must think about bringing people into Hamilton.

Mr. King mentioned that senior citizen groups from out of town visit the Royal Botanical Gardens and the Geritol Follies. He stated that the Region should be able to provide the number of tours coming into Hamilton.

MOVED by Mr. Beattie, seconded by Alderman Gallagher that

THE MARKETING SERVICES, MARCH, 1988, REPORT AS SUBMITTED BY MR. BRIAN CONACHER, MANAGING DIRECTOR/CEO, HECFI, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

Nil

5. New Business

5.1 Central Utilities Plant - Upgrading of Computerized Building Management System; Release of Holdback, Honeywell Limited

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE RECOMMENDATION RESPECTING THE CENTRAL UTILITIES PLANT -UPGRADING OF COMPUTERIZED BUILDING MANAGEMENT SYSTEM; RELEASE OF HOLDBACK, HONEYWELL LIMITED, BE AMENDED TO READ, "... IN THE TOTAL AMOUNT OF \$26,127.00 BE RELEASED TO THE CONTRACTOR, NAMELY HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT."

MOTION CARRIED.

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE HOLDBACK MONIES RETAINED BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$26,127.00 BE RELEASED TO THE CONTRACTOR, NAMELY HONEYWELL LIMITED, SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

MOTION CARRIED.

5.2 S.P.A.R. Correspondence

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE REPORT ENTITLED SPECIAL POPULATION ADVOCATES FOR RECREATION (S.P.A.R.) AS SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM, DATED 1988 MARCH 17, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Temperature Problems - Room 219 - City Hall

Mr. Crane advised that the City Hall is now 26 years old and to solve the temperature problems in Room 219, a single fan coil unit needs to be installed in the ceiling. He also mentioned that he will air balance the air system at City Hall next year.

The Chairman suggested that Mr. Crane send a memo to Mr. Simpson, City Clerk and the members of Hamilton City Council advising them of the status of the temperature problems in Room 219.

5.4 Air Exchange During Intermission - Copps Coliseum

Mr. Crane advised that the fan speed has been increased on the north and south sides of the Coliseum in order to alleviate the smoke problem.

5.5 Copps Coliseum Uniforms

Mr. Crane mentioned that this matter was initiated by Dr. Bart. He believes that by adding a white turtle neck sweater with the Copps Coliseum logo on the neck this may make the usherettes and ushers more visible to the patrons. He further mentioned that changing the entire uniform would be very expensive and would not allow the staff at Copps Coliseum to interchange with the staff at Hamilton Place.

Alderman Gallagher mentioned that he agreed when Dr. Bart raised this issue. He suggested that the ushers/usherettes wear a hat.

Mr. Conacher advised that he agrees with Alderman Gallagher. He advised that the staff at the Saddledome in Calgary wear a white stetson. The hat is a way of recognizing staff in a crowd.

Alderman Hinkley mentioned that the concept should be looked at. He advised that many staff are short in stature and if they wore a hat they would be more easily identifiable, however an appropriate type of hat is needed.

Mr. Casey advised that he likes the idea of a hat. He also suggested that a sash could be worn from across one shoulder; they are interchangeable and come in one size.

5.6 Client Evaluation Form - CPI

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE CLIENT EVALUATION FORM SUBMITTED BY CONCERT PRODUCTIONS INC. FOLLOWING THE RETURN OF THE MONSTER TRUCKS EVENT HELD AT COPPS COLISEUM, FEBRUARY 5 AND 6, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.7 Unaudited Operating Results for HECFI for the
Two Month Period Ended February 29, 1988

MOVED by Mr. McFarland, seconded by Mr. Beattie that
THE UNAUDITED OPERATING RESULTS FOR HECFI FOR THE TWO
MONTH PERIOD ENDED FEBRUARY 29, 1988, BE RECEIVED FOR
INFORMATION.

MOTION CARRIED.

5.8 Unaudited Operating Results for The Central
Utilities Plant for the Two Month Period Ended
February 29, 1988

MOVED by Mr. McFarland, seconded by Mr. Beattie that
THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL
UTILITIES PLANT FOR THE TWO MONTH PERIOD ENDED
FEBRUARY 29, 1988.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

MOVED by Mr. McFarland, seconded by Alderman
Gallagher that

THE REPORT SUBMITTED BY THE DIRECTOR OF COPPS
COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

Nil

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, April 27, 1988
11:30 a.m.
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Beattie, seconded by Mr. McFarland that
THE MEETING ADJOURN AT 1:00 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

5.3 Hamilton Convention Centre Committee Fourth Report



REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, APRIL 29, 1988

The Hamilton Convention Centre Committee presents its **FOURTH REPORT** for 1988 and respectfully recommends:-

1. Capital Projects for the Hamilton Convention Centre

Approval to proceed with the following capital projects as provided for in the 1988 portion of the 1988-1992 Capital Budget Programme for the Hamilton Convention Centre. The HECFI Executive Committee has been requested to recommend the method of financing.

Various Equipment Replacements and Additions	\$ 53,000
Carpet Replacement	\$300,000
	\$353,000

A copy of the Director's recommendation is attached as **APPENDIX "A"**.

2. Business Plan for 1988

Approval of the amended portion of the Business Plan for 1988, attached hereto as **APPENDIX "B"**.

3. Information Items

(a) Director's Report for the month of March, 1988

This was received for information and a copy is attached as **APPENDIX "C"**.

(b) Correspondence

(c) Client Evaluations

Items (c) and (d) were received for information.

(d) Unaudited Operating Results for quarter to March 31, 1988

These were approved by the Committee. A copy will be included in the HECFI Executive Committee Report to the Board of Directors.

(e) Kitchen Expansion - Purchase of new Ovens

This matter was tabled pending Management obtaining more information relating to the warranty.

3. Information Items (cont)

(f) New Carpet for Convention Centre

This matter was also tabled, and Management was directed to hold a meeting with the representatives of Harding Carpet and the Management of Hamilton Place, in order to explore the possibility of the Convention Centre and Hamilton Place being included in a joint contract for the supply of carpet which would be financially beneficial to HECFI.

(g) Donated Wine

That Hamilton Civic Hospitals Foundation be allowed to serve donated wine, the quantity to be in accordance with previous committee direction. A copy of the Director's recommendation and the letter of request is attached as APPENDIX "D"

(h) Exterior Sign - East wall of Government Office Tower

The committee approved a proposal by the Ontario Ministry of Government Services to remove the signage from the East wall of the Office Tower. A copy of the relative recommendation and correspondence is attached as APPENDIX "E".

4. Date of next meeting

It was agreed that the next meeting would take place at 08:00 hours on Friday, May 27, 1988, with the In Camera portion of the Agenda being dealt with prior to the Regular meeting.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON
CONVENTION
CENTRE

APPENDIX "A"

Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: April 18, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HAMILTON CONVENTION CENTRE COMMITTEE X

SUBJECT: Capital Projects for the Hamilton Convention Centre

RECOMMENDATION: THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO THE HECFI BOARD APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1988 PORTION OF THE 1988-1992 CAPITAL BUDGET PROGRAMME FOR THE HAMILTON CONVENTION CENTRE, AND TO RECOMMEND THE METHOD OF FINANCING:

Various Equipment Replacements and Additions	\$ 53,000
Carpet Replacement	\$300,000

\$353,000

BACKGROUND:

Action by the Committees to recommend Board approval to proceed, will bring the \$353,000 in capital funds from the City to the HECFI accounts. Approval for the various equipment replacements and additions, and the carpet replacement, has yet to be sought from the Committee. This action is therefore an administrative function.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg



HAMILTON
CONVENTION
CENTRE

Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

INTRODUCTION

The marketing philosophy of the Hamilton Convention Centre will continue to be to supply new dollar generation to the community by attracting conventions and trade and consumer business and providing the facility to the public at the best cost.

The aim is twofold:

1. To attract delegates and clients to Hamilton so that money is spent and rippled through the community;
2. To accept receptions, meetings, banquets and other local business to complement the convention and trade and consumer show business with the view to maximizing the bottom line.

COMPETITION

Major competition in Ontario will continue to be Toronto and Ottawa. Niagara Falls, Windsor and London are all either building new facilities or expanding old ones.

Local food and beverage competition will continue to be the hotels and large banquet halls in the area.

PRICING

Food and Beverage

Food and beverage prices will be increased by at least the cost of living while remaining competitive with local competition.

Alcohol prices are raised from time to time by the LCBO and Hamilton Convention Centre prices will be increased accordingly.

Room Rate

The room licence rate was raised last year; unless competition increase their prices appreciably, Hamilton Convention Centre prices will be maintained.

Convention Rate

Licence rates for conventions will be negotiated, reducing the rate of the Centre to zero if necessary, depending on the potential and projected revenue from food and beverage.

From time to time it may be necessary to reduce Centre licence rates to zero in order to make Hamilton attractive financially to convention clients. While the bottom line may be affected in these cases, the City receives funds indirectly through the rippling effect of the new money brought into Hamilton by convention delegates.

SALES

The 1988 budgeted revenue figure is \$2.632 million, which is 12% over 1987's budget, and Management is confident these figures will be met or exceeded.

The Future Sales figure has been budgeted for 1988 at \$3.707 million, which is 42% over the 1987 budget. 1987 actual sales were outstanding at \$3.6 million and Management believes that this record sales figure will be broken in 1988.

The Centre Sales Team has been consolidated, and each Sales Executive has prescribed goals which they are to achieve in 1988. Along with sales calls, marketplaces and trade shows in Ontario, the Sales Executives will be blitzing Toronto and Ottawa. Magazines and direct mail, and special promotions will also be employed. Additionally, convention bid proposals will be made across Canada to prospective associations and corporations. Meanwhile, North-eastern United States clients will be contacted by direct mail, magazine advertising, sales calls, marketplaces and trade shows.

Training sessions for the Sales Executives will be an important part of the job. Sales seminars, sessions on presentation skills, and special convention seminars will all be part of the training.

With their goals established and training prescribed, the Sales Executives anticipate an exciting and productive year, especially in securing conventions. Twentyseven are forecast to be acquired during 1988 for a sales figure of just over \$1 million. This is an ambitious goal for this relatively new and young Sales Team, but the team is intelligent, efficient and effective, and are enthusiastically looking forward to 1988 being the best year ever.

Specifically, the Sales Department will have the following responsibilities:-

<u>Sales Manager</u> and International Convention Sales	Nat Davidson
Association Convention Sales	Sal Farrauto
Corporate Convention Sales	Vince Guglielmo
Local Acceptance	Karen Dowhan

Target markets for conventions will have the following geographical priorities:

- | | | |
|--------------|---|---|
| Priority One | - | Provincial |
| Two | - | National |
| Three | - | International (United States - having the boundaries north of Washington DC and east of Illinois to the Eastern seaboard) |

The market will be segmented into the five areas that are endemic to Greater Hamilton:

- Corporate
- Technical
- Medical
- Educational
- Sports

Marketing Services will concentrate advertising, promotion and publicity on these five areas, keeping in mind the three geographical priorities.

Meanwhile, local area banquets, wedding and reception business will not be solicited, but orders will be taken as required.

The attached chart outlines the Sales Objectives for 1988.



HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR FOR MARCH, 1988

INTRODUCTION

The Centre is on budget for the first quarter of 1988, and is about 4% down when compared to 1987. For March, the facility was 6% under budget and 8% under 1987 at \$198,000.

SALES

Sales are also running on budget for the quarter, being just over \$1,000,000. While January and February were down, March was a very successful month and the quarterly budget was attained. Convention Sales are doing well with eight conventions acquired in the first three months of 1988 and other tentative conventions in the mill. Wedding sales are decreasing; this can be expected because of the restrictions to the facility on advertising and sales solicitations.

OPERATIONS

A very successful Home Show was held during the month with 20,000 attendees. Ontario Marketing, the producers of the Show, were very happy with the results, and in fact are looking for the Centre to build more space. This is a subject that Management has taken up with the City Architect, and an answer is expected some time within the next month.

Some other Shows during the month were the School Science Fair with 2,400, the Hamilton Philharmonic Orchestra with 330 and the Texaco Canada Trade Fair with 300.

Two conventions were held, one being the French Teachers with 250 and the other, the Canadian Centre for Occupational Health and Safety, with 125.

Important dinners during the month were the Stelco Dinner, the McMaster Athletic Awards, the Wearing of the Green banquet, and both the Girl Guides and Boy Scouts.

GENERAL

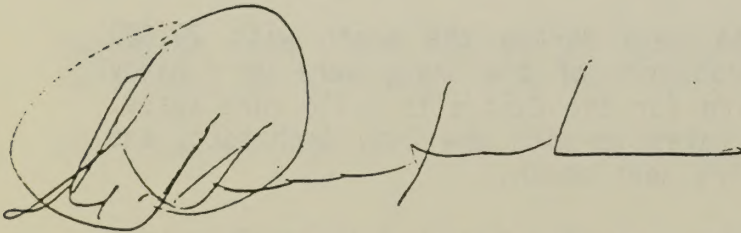
A new Hotel has opened on the south-west corner of the Queen Elizabeth Way and Centennial Parkway - the Signature Inn, Stoney Creek. It has 144 rooms and can supply 100 rooms for conventions. Opening rates are single from \$44.95 and double from \$49.95. The addition of the 100 rooms for conventions, while not downtown, adds to the ability of Hamilton to host delegates; however, travel facilities (buses) may have to be included with any bid if delegates stay at this property.

..... 2

PERSONNEL

New Staff Margaret Lees has been selected to replace Arlene Murphy as the new Events Co-ordinator. Mrs. Lees was an excellent addition to the Banquet Office as the Banquet Secretary, and won her new position in competition with other Convention Centre personnel and "City" employees who had applied when the position was posted. Mrs. Lees has an excellent resume, having at one time run her own company with her husband, and worked at several other organizations in sales and co-ordination jobs.

Problem Area It is becoming readily apparent that one full-time Maintenance person in the Facility is not enough, and that the building is rapidly approaching the time when a Maintenance Assistant will have to be added to the Staff. The Facility is now seven years old and new maintenance problems are springing up, so that the one maintenance man that we have now is getting behind. Tables, chairs, bars and other items that need repair are piling up in the Loading Dock. Additionally, the busy building requires a maintenance person to be available when clients are here, because from time to time matters arise which require his services. One person is not enough, especially when one considers sickness, holidays and other times when the primary Maintenance Man must be off. Management will keep the Committee advised of this problem, and when another maintenance person is required, the request for hiring will be forwarded to the Committee for approval.



William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

April 25, 1988



HAMILTON
CONVENTION
CENTRE

APPENDIX "D"

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director

DATE: April 18, 1988

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION

TO: B O A R D OR HAMILTON CONVENTION CENTRE COMMITTEE X

SUBJECT: Donated Wine - Hamilton Civic Hospitals Foundation
Gala Evening Dinner, Wednesday, November 30, 1988

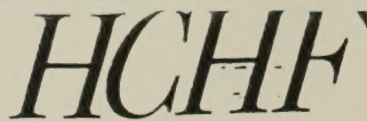
RECOMMENDATION: THAT THE HAMILTON CIVIC HOSPITALS FOUNDATION BE ALLOWED TO
SERVE DONATED WINE, THE QUANTITY TO BE IN ACCORDANCE WITH
PREVIOUS COMMITTEE DIRECTION.

BACKGROUND:

Attached is a request from Ms. Jean Crawford, the Executive Director of the Hamilton Civic Hospitals Foundation. In the correspondence, Ms. Crawford requests that donated wine be served at their Gala Evening Dinner to be held in connection with their fund-raiser "A Christmas Fantasy".

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



Hamilton Civic Hospitals Foundation

In support of the Hamilton General/Henderson General Hospitals.

237 Barton Street East
Hamilton, Ontario, Canada, L8L 2X2
(416) 527-0271 ext. 4318 (416) 522-FUND (416) 527-1660

29 March 1988

Mr. Wm. Penfold
Director
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Bill:

I would like to thank you for taking the time this week to meet with Jackie Webb and myself to discuss the 2nd annual Christmas Fantasy. Once again, I would like to mention how cooperative and helpful the Convention Centre staff was to the staff and volunteers of A Christmas Fantasy.

As discussed in our meeting we anticipate this year's Fantasy to be even bigger and better. To help us cut back on expenses, we would greatly appreciate if you would be kind enough to take to your Board of Directors the possibility of a donation of approximately 70 bottles of wine to be used at our Gala Evening dinner, Wednesday, November 30, 1988.

Thank you for your prompt attention to this matter and I look forward to hearing from you.

Yours truly,

A handwritten signature in cursive script that reads 'Jean'.

Jean Crawford
Executive Director



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: April 22, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HAMILTON CONVENTION CENTRE COMMITTEE X

SUBJECT: Signage on East Wall of Government Office Tower

RECOMMENDATION: THAT THE CONVENTION CENTRE COMMITTEE APPROVE THE PROPOSAL OF THE ONTARIO MINISTRY OF GOVERNMENT SERVICES TO REMOVE THE SIGNAGE FROM THE EAST WALL OF THE OFFICE TOWER.

BACKGROUND:

Attached is a self-explanatory letter from Ms. C. McIntyre, Property Manager of the Provincial Government Office Tower.

One of the options would be to leave the signage where it is and add further signage in French, which is what the Ontario Government has directed. To add the sign in French would cost the Convention Centre in the neighbourhood of \$20,000.

Management agrees that the Commerce Place building has reduced the exposure of the east side of the Tower, and has almost rendered the sign message useless.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



Ministère des Groupe des 416
Services biens immobiliers
gouvernementaux 521-7461
Property Management 119 King Street West, 1st Floor,
Hamilton, Ontario, L8N 3Z9.

April 19, 1988.

Hamilton Convention Centre,
115 King Street West,
Hamilton,
Ontario.
L8P 4Y9.

Attention: Mr. W. Penfold, Manager

APR 19 1988

Dear Mr. Penfold,

Re: Neon-Lit, Exterior Sign

This will confirm our telephone conversation of March 15, 1988 in which I requested your compliance with our proposal to remove the signs from the East wall of this building.

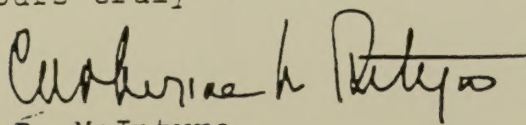
We are obliged by legislation to have all information and direction signs duplicated in French by November, 1989, and in my investigation into this requirement, I have discovered that we would be paying \$725.00 per letter in the above-noted location.

I have serious reservations about spending such money when the efficacy of the sign is so questionable.

Since the construction of the Commerce Place building the exposure of the East side of this tower is so reduced as to render the sign message useless.

I am therefore gratified that you agree with my proposal, as does the Region's representative. I have promised that the removal will not take place until the Region's intended move is publicized.

Yours truly


C.R. McIntyre,
Property Manager.

CRM/jb

5.3.1 Hamilton Convention Centre Committee Minutes
of March 25, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, March 25, 1988

08:00 hours

Room 206, HCC

PRESENT: Mr. Terry E. Yates, Chairman
Alderman Reg Wheeler, Vice-Chairman
Mr. Duncan Beattie
Mrs. Mary Dow

ALSO PRESENT: Mr. Brian K. Conacher
Managing Director, CEO, HECFI
Alderman Brian Hinkley
Chairman of the Board, HECFI
Mr. William J. Penfold, Director
Hamilton Convention Centre
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mr. Phil King, (Olynyk, King & Duda)
Ms. Debbie Beamish, (Olynyk, King & Duda)
Mrs. B. Goddard, Secretary

REGRETS: Mr. Norman Levitt
Mr. Frank DeNardis

Chairman's
Remarks

1. Chairman's Remarks

The meeting was called to order at 08:00 hours and the Chairman introduced Mr. King and Ms. Beamish, stating that Item 8.2 on the Agenda would be dealt with before any other business.

Advertising
Layout -
Olynyk, King
and Duda

2. Presentation by Olynyk, King and Duda

Mr. Phil King presented the Advertising Layout prepared by his firm (Olynyk, King & Duda), stating that the firm was also the agency for the Regional Economic Development Department's Tourism Programme. The following is a synopsis of his report.

"The Regional Municipality of Hamilton-Wentworth is in a pivotal position, located between Niagara Falls and the City of Toronto, and the Ontario Associations were the best shot for targeting in our advertising. The three prevalent centres are located in Toronto, Ottawa and Hamilton, and cost-wise, Hamilton is in a very competitive position. The

mandate of Mr. King's firm is to promote the HECFI facilities, and they were taking a very aggressive view, saying that Hamilton is the place to hold a convention. If conventioners wish to visit the other attractions in the area, they only have to take a relatively short bus trip, or travel for less than an hour by car."

Ms. Beamish read from the presentation as follows:

"Presenting the Hamilton Convention Centre - 60,000 square feet of convention, meeting, exhibit and banquet facilities centered in a vibrant cosmopolitan setting.

"Conveniently situated in the heart of Canada's Golden Horseshoe, Hamilton, Ontario is a dynamic, exciting city - just a 35 minute drive from Toronto or the natural wonders of Niagara Falls. No other convention facility can boast as wide an array of readily accessible services, amenities or attractions at such an affordable cost.

"For conventions, meetings, exhibits or banquets come to the Hamilton Convention Centre - front & centre, between the Falls and the Tower.

"For more information, call (416) 523-5883."

The proposed front page consisted of a graphic depicting the Convention Centre situated "front and centre" between the CN Tower and Niagara Falls.

During the discussion, Alderman Hinkley acknowledged that the advertising firm appeared to have succeeded in its aim at Hamilton's ego. He could, however, foresee problems with people failing to see the significance of the front page, seeing only the Tower and Falls, and missing the fact that the Convention Centre was conveniently situated between the two attractions.

The Managing Director stated there had been much discussion prior to putting the presentation together, and its purpose was to "sell" people on Hamilton. The symbols of two of the biggest attractions in the country are well known to local people - it was the intention to point out that the place (Hamilton) situated between them was the place to hold conventions - both from an economic point of view and the convenience of its location.

Mr. Beatty pointed out that the key factor was the area in which the proposed ad would be displayed. From his own knowledge there were 70 out of 200 convention delegates

coming to the Centre in July who wished to take a trip to Niagara Falls - he thought the ad made good sense in pointing out the convenience of the Centre's location.

The Managing Director also pointed out that mentioning Toronto was a good point, in that many people on this continent do not know that Toronto is close to Hamilton, and they say at present - where is Hamilton? The ad will clearly show exactly where - it's showing that Hamilton, not Toronto, is the centre of this particular area, both geographically and in every other way, including easy access to other attractions. The price is right too.

Alderman Wheeler liked the concept, and thought that it would be accepted eventually, just as the logo for the Coliseum had been. The cover could easily be misinterpreted, yes, but the idea was to put over Hamilton to people outside the area.

It was thought by some of those present that the Tower and Falls were too predominant, and that the Convention Centre should be emphasized more, and Mr. King agreed that this particular concern could be dealt with by adjustment.

The Director, HCC, thought the presentation was good, stating that although Toronto is eighth out of ten major North American Cities that people go to, the ad is saying Hamilton is just as good, and closer to Niagara Falls. He also agreed however, that the Tower and Falls should be muted to fade somewhat into the background of the picture.

Mr. Beattie liked the composition of the picture and was eager to get on with the final presentation (after the necessary approval by HECFI and the City Executive Committee) to City Council, but the Managing Director stated the mandate is for the copy to be presented for information purposes and discussion by the Committee.

Discussion took place on costs and the possible placing of the ad, and the Managing Director stated the main concentration would be in the north east United States, which is the market we are trying to target, although the primary market is in the Province, according to the Director, with the other areas closely following in importance.

The Chairman asked how the ad would tie in with the Region's, and Mr. King stated that although Hamilton was the common element, the Facilities and Region took precedence in different ads. The Managing Director informed the Chairman

that component parts of ours were in the Region's ads, but not as much of the Regions were in ours.

It was MOVED by Alderman Wheeler, seconded by Mrs. Dow -

THAT THE PRESENTATION BY OLYNYK, KING AND DUDA BE APPROVED AND THAT MANAGEMENT BE AUTHORIZED TO CONTINUE WORKING WITH THE ADVERTISING FIRM

MOTION CARRIED

Minutes of
previous
meeting

3. Minutes of previous meeting

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 26, 1988, BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters
arising from
previous
meeting

4. Matters arising from previous meeting

4.1 Terms of Reference

Following a lengthy discussion the amended terms of reference were agreed upon by the Committee and it was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT BOARD APPROVAL BE REQUESTED FOR THE TERMS OF REFERENCE FOR THE HAMILTON CONVENTION CENTRE COMMITTEE AS AMENDED AND SET OUT BELOW:

- (a) Formulate and recommend to the Board for approval all policy matters regarding operations, administration, marketing and sales.
- (b) * Prepare and review an annual budget for submission to the Executive Committee.
- (c) * Prepare and review an annual capital budget for presentation to the Executive Committee.
- (d) * Recommend to the Executive Committee for approval all operational expenditures over \$10,000.
- (e) Prepare and recommend to the Board an annual Marketing Plan.
- (f) Develop and evaluate self-sponsored functions.

Secretary

Secretary

- (g) * Deal with all staffing matters and recommend to the Executive Committee.
- (h) Review and recommend for approval all contracts for services.
- (i) Develop and recommend for approval future plans and programmes.
- (j) * Forward to the Executive Committee the financial implications of all matters falling under the jurisdiction of the Convention Centre Committee.
- (k) Provide a written report to the Board of Directors at the monthly meeting of the Board.
- (l) Offer suggestions and proposals to improve the operations, administration and marketing/sales aspects of the Centre.
- (m) Monitor Sales results.
- (n) Monitor building and equipment to ensure optimum performance.
- (o) Monitor Operations efficiency and effectiveness.
- (p) * Perform other duties as requested by the Board.
- (q) * Update terms of reference as necessary.

* Indicates a change or addition.

The Chairman did not think salary or personnel matters should "by-pass" the Committee, as they would if dealt with by the HECFI Executive Committee acting as HECFI's Personnel Committee. Alderman Hinkley stated the terms of reference should be compatible with City practice where personnel matters were concerned; some areas have to be common to both the City and HECFI and personnel was one of them.

MOTION CARRIED

5. Director's Report - February 1988

The Director presented his report as follows:

"INTRODUCTION Revenues were 4% over for the month of February, at \$190,000 and 2% over budget for the year. When compared to 1987, they were 3% down. March is running slow, but April is shaping up to be an excellent month for business.

"SALES The Sales Staff are now solidified into their various categories, and are working hard to bring conventions to Hamilton. The Sales Manager, Nat Davidson, who is responsible for international conventions (U.S.A.), has recently visited Washington, Ohio and Illinois on a "Canada Calling" tour, which has the Federal Tourist Department sponsoring Marketplaces in the various States. Mr. Davidson has a number of qualified leads from his visits and business is expected. Meanwhile, by the presence of Hamilton in these Marketplaces an awareness of the City is created, which is beneficial in the long run.

"The Association Sales Executive, Mr. Sal Farrauto, is presently visiting Ottawa on a Sales Blitz and it is expected that qualified leads will come from this tour. Mr. Vince Guglielmo, the Corporate Sales Executive, recently attended a Meeting Planners International Seminar in Niagara-on-the-Lake, which gave him a number of qualified leads, which he will follow up. As well, he is with Mr. Farrauto on the Ottawa Sales Blitz, and has in mind a number of qualified leads that he can visit in the Capital City.

"Finally, Ms. Karen Dowhan is settling in, handling the local business that comes to us by either walk-in or telephone. This business has been heating up in the last two weeks after a very slow start in the New Year.

"OPERATIONS February had a number of special dinners, seminars and conventions, and shows, for example, the B'Nai Brith (1,020), was a great success, as was the Women's Canadian Club Luncheon (550) and the Annual Proctor and Gamble Dinner (725).

"The Ministry of Community and Social Services (120), were here for two days, as was the Hamilton Musicians' Guild (230), Dairy Queen (25), Frito Lay (10), Financial Concept Group (150) and the Ontario Karate Championships (1,000).

"Shows included two days of Mardi Gras (1,200) and the Ontario Boat Show (7,000).

"GENERAL The annual Downtown Bed Race was held with the Convention Centre losing its first place finish in 1987 to the Royal Connaught Hotel, who were this year's winners. It was rumoured that Mr. Barry Massey, the General Manager of the Royal Connaught, had his bed made at Spar Aerospace and five of his runners trained with Ben Johnson as sprinters. Mr. Massey denies these rumours vehemently. In any event, the Royal Connaught beat the Hamilton Convention Centre by four seconds."

the lectern when a microphone is used - these are definitely noticed, especially when small touches are lacking.

It was MOVED by Alderman Wheeler, seconded by Mrs. Dow -

THAT THE REPORT OF THE DIRECTOR, HCC, FOR THE MONTH OF FEBRUARY 1988, BE RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Corres-
pondence

6. Correspondence

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE CORRESPONDENCE BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

Client
Evaluations

7. Client Evaluations

There was a discussion by the Committee on whether events are allowed to serve donated beer. The director advised the meeting that there were occasions where donated beer had been served, and these occasions were negotiated between Management and the Client; it usually depended on the amount of revenue that the event would acquire.

Alderman Wheeler requested that staff be instructed to attempt to have the client at the Centre sufficiently early so that everything can be checked with time available for any adjustments or corrections to their requirements.

The Director agreed to follow up on No.4 - the Midland Doherty function, as it is important to show clients that we care. Mr. Beattie suggested an invitation to one of the events held at Hamilton Place or Copps Coliseum.

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE CLIENT EVALUATIONS BE APPROVED AND RECEIVED FOR INFORMATION

MOTION CARRIED

Secretary

Secretary

Director

Unaudited
Operating
Results8. Unaudited Operating Results for the two-month period ended
February 29, 1988

The Director, Finance/Administration, presented his report as follows:-

"The Hamilton Convention Centre realized a budgetary surplus of approximately \$47,456 for the two month period ended February 29, 1988.

"The budgetary surplus arose due to a combination of expenditures being \$37,241 or 8.2% below that budgeted for the two month period, while revenue exceeded that budgeted by \$10,215, or 3.2%."

The Director pointed out that the figures for part-time labour, although still over budget, did come down by \$3,969.

Alderman Hinkley remarked that it would be interesting to see the figures for March, at the next meeting.

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE UNAUDITED OPERATING RESULTS FOR THE TWO-MONTH PERIOD ENDED FEBRUARY 29, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

New Business

9. New Business9.1 Capital Project - Kitchen Expansion

During discussion, it was pointed out by the Director, HCC that the result of the expansion would be that the Centre would make more money because of the increased capacity for handling more meals (up to 2,000 from 1,400), therefore it was a worth while project. The Operations Manager was involved in the process of tendering for the new ovens which were now to be needed.

In reply to a query from Mr. Beattie regarding permits, Alderman Wheeler pointed out that one of the advantages, apart from it being mandatory, was that City Inspectors would monitor the work.

In reply to a question by Mrs. Dow, the Director informed the meeting that the Centre would be closed down to all intents and purposes during the time the dishwasher

installation was taking place, between the first and third weeks in July of this year.

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT MANAGEMENT SHOULD TENDER FOR EQUIPMENT AND CONSTRUCTION IN CONNECTION WITH THE KITCHEN EXPANSION, IN ACCORDANCE WITH THE REPORT PREPARED BY MR. TREVOR GARWOOD-JONES

Director
HCC

MOTION CARRIED

9.2 Advertising - See Item #2

9.3 SPAR (Special Populations Advocates for Recreation)-
Correspondence and Report from Director

The Director, HCC reported that the following assistance is afforded to the disabled in their use of the Centre:

- a) automatic door openers are on all major doors in the Centre;
- b) appropriate signage is posted;
- c) telephones, washrooms, water fountains have all been installed with the disabled in mind.

"In fact, with the disabled parking spots in the covered lot attached to the Centre, a disabled person in a wheelchair has no difficulty in getting around the building."

The Managing Director said the same matter had also been discussed by the Copps Coliseum Committee and the Hamilton Place Committee, and Mr. Crane had already met with the SPAR organization. He had pointed out some of the implications of granting all the requests by SPAR and the Chairman of that group, not the least of which could be the impact on promoters, especially in Hamilton Place.

It was pointed out by Mr. Beattie that there could be no "blanket" policy, as all the buildings are different, and it was suggested by the Managing Director that each facility director should produce a report stating the ramifications of monetary and other concessions, which would be forwarded to the Managing Director, in order that he could send them to SPAR himself with a covering letter.

The Chairman, however, suggested that a meeting should first take place between the Directors and the SPAR Chairman.

Secretary

10. Motion to Move In Camera

It was MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

11. Motions carried during In Camera Session

THAT THE SALES REPORTS FOR FEBRUARY, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MARKETING REPORT BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MONTHLY OVERVIEW (SALES DEPARTMENT) BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY EVENT REVENUE REPORT BE APPROVED AND RECEIVED FOR INFORMATION

12. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, April 29, 1988.

13. Motion for Adjournment

It was MOVED by Alderman Wheeler, seconded by Mrs. Dow -

THAT THE MEETING BE ADJOURNED

MOTION CARRIED

Taken as read and approved,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

5.4 Hamilton Place Theatre Committee Third Report



April 29, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF APRIL 28, 1988

The Hamilton Place Committee presents its third Report and respectfully recommends the following:

1. Hamilton Place Terms of Reference

That the terms of reference currently in effect be reconfirmed with the following amendments:

- a) references to Audit and Finance Committee in items b, c, d and k be changed to HECFI Executive Committee;
- b) item g, regarding personnel matters, be replaced with wording approved by the Convention Centre Committee. See Attachment 1.1

2. Hamilton Place Business Plan - 1988

That the HECFI Board adopt the Hamilton Place Business Plan previously submitted to the Board without change.

The following are for information only:

1. Marquee

Meetings with architect Trevor Garwood-Jones, Burton Kramer and associate Peter Hamilton were reviewed. Following discussion it was determined that Kramer Associates would be asked to modify the original concept in keeping with the Committee instructions as transmitted by the Director. Sketches based on components of the original design are to be prepared at a cost not to exceed \$1500. The cost is to be charged to the Capital Improvement Surcharge Fund.

2. Facility Marketing

- Media presentation for Hamilton Place attractions were reported for Statler Brothers, Nana Mouskouri, Spitfire Band, Elvis Wade and Ronnie Hawkins in the month of May.

- Free promotion valued at over \$38,000 has been confirmed for these five attractions.
- Trimac Research/McMaster has completed an audience survey of Hamilton Place Advance Order List patrons (7500 - 8000 names). An executive summary will be presented at the May meeting.

3. Marketing Services

Mr. Conacher submitted a report prepared by Mary Webb, Marketing Services Manager, which was received for information.

4. Report of the Assistant Director

- The roof replacement update was received for information.
- Carpet replacement: Recommended Carpet Replacement was deleted from 1988 City of Hamilton Capital Budget.
- This matter is to be pursued for possible reinstatement if funding can be determined and savings can be achieved in conjunction with HCC purchase and installation.

5. Consolidated Unaudited Operating Results

The Consolidated Unaudited Operating Results to march 31, 1988 were received for information.

Respectfully submitted,

Sam M. Cino, Chairman

Jean Faris, Secretary

TERMS OF REFERENCE
HAMILTON PLACE COMMITTEE

- (a) Formulate and recommend to the HECFI Board for approval all policy matters regarding operations, maintenance, administration, alterations, marketing and sales.
- (b) Prepare and review an annual budget as it pertains to operations for submission to the HECFI Executive Committee.
- (c) Prepare and review an annual capital budget for presentation to the HECFI Executive Committee.
- (d) Recommend to the HECFI Executive Committee all operational and maintenance expenditures over \$10,000.
- (e) Develop and evaluate community education, social and cultural activities related to the performing arts.
- (f) Prepare and recommend to the HECFI Board an annual marketing plan for Hamilton Place programming.
- (g) Deal with all staffing matters and recommend to the HECFI Executive Committee.
- (h) Review and recommend for approval all contract documents for tender and all contracts for services.
- (i) Develop and recommend for approval future plans and programmes.
- (j) Review and recommend for approval events that qualify for subsidy from the Innovative Programming Reserve.
- (k) Forward to the HECFI Executive Committee the financial implications of all matters falling under the jurisdiction of the Committee.
- (l) Offer suggestions and proposals to improve the operations, sales, administration and marketing of Hamilton Place.
- (m) Provide a written report to the HECFI Board of Directors at the monthly meeting of that Board.
- (n) Monitor Hamilton Place activities and events to assess program balance, number of event days, results of promotions and co-promotions and audience development.
- (o) Monitor building and equipment to ensure optimum performance.
- (p) Monitor Operations efficiency and effectiveness.
- (q) Assess the performance of the Director.
- (r) Perform other duties as assigned by the HECFI Board.

May 11, 1988

5.4.1 Hamilton Place Theatre Committee
Minutes of March 24, 1988

HAMILTON PLACE COMMITTEE MEETING

MARCH 24, 1988

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. S. M. Cino, Chairman
Dr. C. Bart
Mrs. M. Dow
Alderman R. Wheeler

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Mrs. J. Faris, Secretary

REGRETS: Alderman B. Hinkley
Mr. T. Casey
Mr. F. DeNardis

1. Chairman's Remarks

The Chairman called the meeting to order at 8:40 a.m.

1.1 Report of In Camera Meeting

The following motions were carried during the In Camera Meeting:

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED.

THAT THE IN CAMERA MINUTES OF JANUARY 28, 1988 BE APPROVED.

THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE RECEIVED

THAT THE HAMILTON PLACE EVENT REVENUE & STATISTICAL REPORT FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 1987 AND THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988 BE RECEIVED.

THAT THE RENTAL RATES LISTED UNDER REVISED PROPOSAL FOR TENANTS' LEASES FOR 1988 ON SCHEDULE "C" BE APPROVED AS PRESENTED UNDER COLUMNS (4), (7) and (9).

THAT A TWO YEAR LEASE FOR 1988 AND 1989 BE PREPARED AS A GROSS LEASE - AN ALL INCLUSIVE RENTAL WITHOUT REFERENCE TO THE TAX PORTION OF THE TOTAL RATES.

THAT THE 1989 RENTAL RATES INCREASES BE BASED ON THE INFLATIONARY ADJUSTMENT DETERMINED BY THE CITY OF HAMILTON FOR 1989 (The Example on Schedule "A" is based on a 5% increase).

THAT THE NEW FACES CABARET '88 BUDGET SUMMARY BE APPROVED AND RECOMMENDED FOR BOARD APPROVAL.

THAT THE IN CAMERA SESSION BE ADJOURNED.

2. Minutes of January 28, 1988

2.1 Motion for Approval

Moved by Alderman Wheeler, seconded by Dr. Bart that

THE MINUTES OF JANUARY 28, 1988 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

All such business is covered in the reports.

4. Director, Hamilton Place - Report

4.1 Facility Marketing

Mr. Burrows report dealt with the ALABAMA campaign, communication with patrons of advance mailing list to improve customer service through telephone ordering in advance of the box office opening, a Market Survey being done by TRIMAC Research and discussion with BASS regarding a computer assisted program for retention of customer names by patron interest.

Moved by Dr. Bart, seconded by Mrs. Dow that

THE REPORT ON FACILITY MARKETING BE RECEIVED

MOTION CARRIED

5. Marketing Services Report

5.1 Presentation by Olynk, King & Duda Advertising

Two representatives of the OKD Agency gave a presentation for a marketing proposal. After some discussion, the general ideas and design concept were approved but it was recommended that colour be considered. OKD was requested to come back with some colour costs - especially one spot colour.

Mr. Conacher reported that in Mary Webb's absence due to illness, he and Norm Marshall have met with OKD in order to continue work on a couple of priority projects, i.e. Ad concept/layout development for new facility ads for publications, the 1987 HECFI Annual Report. With regard to the hiring of the third advertising, promotions, public relations coordinator, the final selection of the seven finalists has been delayed until Mary Webb's return.

Moved by Mrs. Dow, seconded by Alderman Wheeler that

THE MARKETING SERVICES REPORT BE RECEIVED.

MOTION CARRIED

6. Assistant Director, Hamilton Place - Report

Mr. Ellison gave a verbal report on a meeting he and Mr. Burrows had with the original architect of Hamilton Place, Trevor Garwood-Jones and Peter Hamilton of Burton Kramer Inc. Discussion followed regarding Mr. Garwood-Jones' reservations and several changes were suggested by Committee members. Burton Kramer is to be asked to come back with a revised design based on these suggestions.

7. Director of Finance and Administration - Report

Moved by Dr. Bart, seconded by Alderman Wheeler that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR THE YEAR ENDED DECEMBER 31, 1987 AND FOR THE TWO MONTH PERIOD ENDED FEBRUARY 29, 1988 BE RECEIVED.

8. New Business

8.1 Special Consideration for Disabled Patrons (SPAR)

At the request of the HECFI Board, the Committee reviewed the background correspondence pertaining to this issue provided by the Secretary to the Board. Management will meet with representatives of SPAR and report back to the Hamilton Place Committee.

9. Other Business

Nil

10. Correspondence

Letter from Mr. Ken Derrett, Director of Administration of the Canadian Football League thanking Mr. Burrows and staff for their assistance during the CFL Annual Meeting and College Draft and stating that everything went extremely well

11. Date of Next Meeting

The next Committee meeting will be held on Thursday, April 28, 1988 at 8:30 a.m. in the Hamilton Place Board Room.

12. Adjournment

Moved by Alderman Wheeler, seconded by Mrs. Dow that

THE MEETING BE ADJOURNED AT 10:55 A.M.

Sam M. Cino, Chairman

Jean Faris, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

URBAN MUNICIPAL

JUN 23 1988

GOVERNMENT DOCUMENTS

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

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1988

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEETING OF THE BOARD OF DIRECTORS

**Friday, June 17, 1988
8:00 A.M.
COPPS COLISEUM
Hamilton Room**

REGULAR AGENDA

1. Chairman's Remarks

2. Correspondence

3. Minutes of May 20, 1988

Attachment 3

3.1 Errors or Omissions

3.2 Motion to Approve

4. Business Arising From the Minutes

5. Committee Reports/Minutes

5.1 Executive Committee Fourth Report

Attachment 5.1

5.1.1 Executive Committee Minutes of
May 11, 1988

Attachment 5.1.1

5.2 Copps Coliseum Committee Fifth Report

Attachment 5.2

5.2.1 Copps Coliseum Committee Minutes of
April 27, 1988

Attachment 5.2.1

Regular Agenda
June 17, 1988
Page 2

- | | | |
|-------|---|------------------|
| 5.3 | Hamilton Convention Centre Committee
Fifth Report | Attachment 5.3 |
| 5.3.1 | Hamilton Convention Centre Committee
Minutes of April 25, 1988 | Attachment 5.3.1 |
| 5.4 | Hamilton Place Committee Fourth Report | Attachment 5.4 |
| 5.4.1 | Hamilton Place Committee Minutes of
April 28, 1988 | Attachment 5.4.1 |
6. **New Business**
- 6.1 Information Items - Mrs. Dow Attachment 6.1
7. **Other Business**
8. **Date of Next Meeting**
- July 15, 1988
 8:00 A.M.
 Hamilton Convention Centre
9. **Adjournment**

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation
 with Hamilton Place Foundation
2. Development of Policy in Respect of Promotions and
 Co-Promotions

Patricia Bennett
Secretary to the Board of Directors
June 7, 1988

General Summary
March 24, 1934
1934

1. The first part of the report deals with the general conditions of the country and the state of the economy. It is a very interesting and informative account of the situation in the country at the time.

2. The second part of the report deals with the political situation. It is a very interesting and informative account of the situation in the country at the time.

3. The third part of the report deals with the social situation. It is a very interesting and informative account of the situation in the country at the time.

4. The fourth part of the report deals with the economic situation. It is a very interesting and informative account of the situation in the country at the time.

5. The fifth part of the report deals with the cultural situation. It is a very interesting and informative account of the situation in the country at the time.

6. The sixth part of the report deals with the military situation. It is a very interesting and informative account of the situation in the country at the time.

7. The seventh part of the report deals with the foreign relations situation. It is a very interesting and informative account of the situation in the country at the time.

8. The eighth part of the report deals with the internal security situation. It is a very interesting and informative account of the situation in the country at the time.

9. The ninth part of the report deals with the future prospects of the country. It is a very interesting and informative account of the situation in the country at the time.

10. The tenth part of the report deals with the conclusion. It is a very interesting and informative account of the situation in the country at the time.

3. Minutes of May 20, 1988

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 20, 1988
8:00 A.M.

HAMILTON CONVENTION CENTRE
Webster "C"

REGULAR MINUTES

PRESENT: Alderman B. Hinkley, Chairman
Mr. T. Yates, First Vice-Chairman
Alderman J. Gallagher, Second Vice-
Chairman
Alderman R. Wheeler
Mr. S. Cino
Mr. W. McFarland
Mrs. M. Dow
Mr. N. Levitt
Mr. T. Casey
Mr. D. Beattie

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. J. Crane
Mr. T. Burrows
Mr. J. Leuser

REGRETS: Mayor R. Morrow
Alderman T. Murray
Mr. F. DeNardis
Dr. C. Bart

MEDIA: Jane Coutts, The Spectator

1. Chairman's Remarks

Alderman Hinkley opened the meeting by extending birthday greetings to Mrs. Dow.

In response to Alderman Gallagher's query it was clarified that at the March 11, 1988 meeting of the Board of Directors it was formally moved and carried that future meetings take place at the Hamilton Convention Centre.

2. Correspondence

Nil

3. Minutes of April 15, 1988

MOVED by Alderman Wheeler, seconded by Mr. McFarland that

**THE MINUTES OF THE REGULAR SESSION, APRIL 15, 1988
BE APPROVED.**

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 HECFI Advertisements Developed by OK&D

In keeping with the Board's request, as documented in the minutes of the April 15th Regular Session, that the advertisements which had been developed by OK&D for the three facilities be approved by the Board retroactively, Mr. Conacher circulated mock ups for the Board's perusal. One advertisement promotes Hamilton Place Theatre and Copps Coliseum for various venues and the other, the Hamilton Convention Centre.

5. Committee Reports/Minutes

5.1 Executive Committee Third Report

Alderman Hinkley presented the Executive Committee Third Report and the following motions were carried:

MOVED by Mr. Yates, seconded by Mr. McFarland that

THE DISPLAY ADVERTISING LOCATIONS AS OUTLINED IN SCHEDULE "A" OF THE EXECUTIVE COMMITTEE THIRD REPORT BE APPROVED.

MOTION CARRIED.

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

THE EXECUTIVE COMMITTEE RECEIVE AND RECOMMEND TO THE FULL BOARD APPROVAL/REJECTIONS OF ALL REQUESTS FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND; and THAT ALL REQUESTS FOR SUBSIDIZATION UNDER THE HECFI SPECIAL EVENTS SUBSIDY FUND MUST FOLLOW THE HECFI SPECIAL EVENTS SUBSIDY FUND GUIDELINES AND PROCEDURES; THOSE THAT DO NOT WILL NOT BE PROCESSED BY HECFI SENIOR MANAGEMENT UNLESS INSTRUCTED TO DO SO BY THE HECFI EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS; and THAT COMMITMENTS AGAINST THE HECFI SPECIAL EVENTS SUBSIDY FUND FOR FUTURE YEARS BE PERMISSABLE, SUBJECT TO THE APPROVAL OF THE HECFI EXECUTIVE COMMITTEE.

MOTION CARRIED.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

ANY CONSTRUCTION/ALTERATION/RENOVATION TO A HECFI FACILITY WHICH WOULD CHANGE THE EXISTING USE OF THE SPACE MUST RECEIVE THE PRIOR APPROVAL OF THE RESPECTIVE FACILITY COMMITTEE AND THE HECFI BOARD OF DIRECTORS.

Mr. Conacher presented the layout of the proposed Annual Report which met with a favourable reaction by the full Board. Mr. Conacher informed the Board that Management believed the report to be an information piece but does not recommend the Report as a marketing tool; that promotion of the facilities would be done through other vehicles.

The consensus of the Board was that it could be used as a marketing tool; circulation to include promoters, entertainers/agents, convention bids, owners and governors of NHL teams, local politicians and Members of Parliament. Alderman Hinkley stated that in view of the foregoing, ordering 2,500. copies was justified.

The following suggestions were made:

- (i) make use of the colored space on the back cover;
- (ii) consider placing advertisements in the brochure in future years to help alleviate the production costs.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

TWO THOUSAND FIVE HUNDRED COPIES OF VERSION #2 OF THE ANNUAL REPORT BE APPROVED AT A MAXIMUM COST OF \$25,170.62 and THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION RECOMMEND A METHOD OF FINANCING AT A FUTURE HECFI EXECUTIVE COMMITTEE MEETING.

MOTION CARRIED.

MOVED by Mr. Yates, seconded by Mr. Cino that

COST TO SUPPLY AND INSTALL THE AIR DUCTWORK FOR THE RETAIL/MALL CORRIDOR IN COPPS COLISEUM AT A TOTAL AMOUNT OF \$14,461.00, BE FINANCED FROM WORK IN PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32612, CONTRACTUAL SERVICES/MATERIALS.

MOTION CARRIED.

Considerable discussion took place regarding the Hamilton Convention Centre Capital Projects; specifically with respect to the carpet replacement. The Director of the Hamilton Convention Centre verbally presented background information as follows:

- (i) Convention Centre management has followed the City's purchasing policies;
- (ii) Approximately eight or ten rug manufacturers' quotes were provided by the City's Purchasing Department to the HCC;
- (iii) Of these quotes, Harding Carpets was the chosen manufacturer from which to obtain rug samples and further information;
- (iv) The HCC Committee, upon reviewing the rug samples, chose a particular colour sample which would blend with the decorating and colour scheme in the Convention Centre although it was recognized that the full Board would have final approval;
- (v) As it was reported that Harding Carpet offers a price reduction after 10,000 square yards, the HCC Committee directed management to obtain further quotes which would include the carpeting of Hamilton Place Theatre (combined square yardage of the Convention Centre and Hamilton Place is 11,000);
- (vi) The recommendation presented to the Board at this time is a request to obtain the funding from the Capital Budget as provided for in the 1988-1992 Capital Budget Program for the Hamilton Convention Centre (to approve proceeding with the project in principle and to arrange for funding);
- (vii) A recommendation to proceed with the purchase and installation of rug for the Hamilton Convention Centre and/or the Hamilton Place Theatre will be presented to the full Board of Directors once a review of management's report has been made by the Hamilton Convention Centre Committee.

Discussion ensued in regards to the tendering process and it was recommended that at the next Hamilton Convention Centre Committee meeting management present a report documenting the best three quotes. In view of the above it was

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE RECOMMENDATION REQUESTING THE CITY'S EXECUTIVE COMMITTEE TO RECOMMEND TO CITY COUNCIL APPROVAL TO PROCEED WITH THE CARPET REPLACEMENT IN THE AMOUNT OF \$300,000.; A CAPITAL PROJECT PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET PROGRAM FOR THE HAMILTON CONVENTION CENTRE AND TO RECOMMEND THE METHOD OF FINANCING BE TABLED.

MOTION CARRIED.

MOVED by Mr. Casey, seconded by Alderman Wheeler that

THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL APPROVAL TO PROCEED WITH THE VARIOUS EQUIPMENT REPLACEMENTS AND ADDITIONS IN THE AMOUNT OF \$53,000.; A CAPITAL PROJECT PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET PROGRAM FOR THE HAMILTON CONVENTION CENTRE AND TO RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance and Administration's Report;
- (ii) Marketing Services Report;
- (iii) Consolidated Unaudited Operating Results for the First Quarter Ended March 31, 1988 for HECFI and CUP;
- (iv) Memo dated May 3, 1988 from the Managing Director/CEO reporting that HECFI's logo will be placed on all printed material for the Ambassador Awards Dinner;
- (v) Committee Reports: Copps Coliseum Committee; Hamilton Convention Centre Committee; Hamilton Place Theatre Committee.

5.1.1 Executive Committee Minutes of April 6, 1988

MOVED by Alderman Gallagher, seconded by Mr. Cino that

THE EXECUTIVE COMMITTEE MINUTES OF APRIL 6, 1988 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Fourth Report

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE FOURTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT CONSTRUCTION OF THE COMMON CORRIDOR THROUGH THE NORTH/SOUTH EAST QUADRANTS OF THE COPPS COLISEUM RETAIL/MALL AREA BE CONTINUED DURING 1988 AND NEGOTIATIONS BE UNDERTAKEN WITH J.J. BARNICKE LIMITED AS PER THE REQUEST FOR PROPOSALS AND TERMS OF REFERENCE DATED 1988 MARCH 11 SO AS TO PROVIDE COMMERCIAL LEASING SERVICES NECESSARY TO LEASE THE ENTIRE RETAIL SPACE AVAILABLE WITHIN COPPS COLISEUM.

THAT THE QUOTATION SUBMITTED BY BEAVER ENGINEERING LIMITED TO SUPPLY AND INSTALL AIR DUCTWORK FOR THE RETAIL/MALL CORRIDOR IN THE SOUTHWEST QUADRANT OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,461. BE ACCEPTED AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT, IN THE TOTAL AMOUNT OF \$9,426.21 BE RELEASED TO THE CONTRACTOR, NAMELY FALLA CONSTRUCTION LTD. SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

MOTION CARRIED.

The following items were received for information:

- (i) Report submitted by the Director, Copps Coliseum, dated 1988 April 21 respecting Special Populations Advocates for Recreation (S.P.A.R.);
- (ii) The memorandum dated 1988 April 21 regarding the Wall of Fame; the option to place additional pictures on the Concourse level of Copps Coliseum until such time as the display advertising locations have been determined was noted;
- (iii) The report respecting the proposed plaque to acknowledge Corporate and Individual Donors to Copps Coliseum was tabled;
- (iv) Status Report on Confirmed Events/Performances at Copps Coliseum - May 1988 - August 1988;
- (v) Marketing Services Report - April 1988;
- (vi) The report entitled The Central Utilities Plant - Copps Coliseum Municipal Oil Conversion and Energy Conservation Programme (MOCECP);
- (vii) Consolidated Unaudited Operating Results for HECFI for the First Quarter Ended March 31, 1988;
- (viii) Unaudited Operating Results for The Central Utilities Plant for the First Quarter Ended March 31, 1988;
- (ix) Energy Report - HECFI Facilities, as submitted by the Director of Copps Coliseum;
- (x) Comment Cards;
- (xi) Report by the Director of Copps Coliseum;
- (xii) The Director of Finance & Administration reported that the current first quarter has been the best ever and that March 1988 was the second best month ever;
- (xiii) The Director of Copps Coliseum verbally reported that Shirley Collins, M.P.P. is pursuing the liquor licence for Copps Coliseum;

- (ix) A report respecting the current and proposed use of the HECFI Boardroom as well as the anticipated use of the undeveloped space located adjacent to the Telephone Room will be presented to the next Copps Coliseum Committee.

Mr. McFarland commended the Director of Copps Coliseum in respect of the Energy Report and suggested that the municipal contributions as well as the surpluses be included in the report to further demonstrate results of the energy conservation practices. It was

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE ENERGY REPORT - HECFI FACILITIES, AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE AMENDED TO INCLUDE THE MUNICIPAL CONTRIBUTIONS FOR THE YEARS 1986, 1987 AND 1988 AS WELL AS THE SURPLUSES FOR THE YEARS 1986 AND 1987; and THAT THE REPORT BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE.

MOTION CARRIED.

5.2.1 **Copps Coliseum Committee Minutes of March 23, 1988**

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 23, 1988 BE RECEIVED.

MOTION CARRIED.

5.3 **Hamilton Convention Centre Committee Fourth Report**

Mr. Yates presented the Hamilton Convention Centre Committee Fourth Report. The following recommendations were carried:

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE RECOMMENDATION REQUESTING THE CITY'S EXECUTIVE COMMITTEE TO RECOMMEND TO CITY COUNCIL APPROVAL TO PROCEED WITH THE CARPET REPLACEMENT IN THE AMOUNT OF \$300,000.; A CAPITAL PROJECT PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET PROGRAM FOR THE HAMILTON CONVENTION CENTRE AND TO RECOMMEND THE METHOD OF FINANCING BE TABLED.

MOTION CARRIED.

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE 1988 BUSINESS PLAN BE APPROVED AS AMENDED.

MOTION CARRIED.

The following items were received for information:

- (i) Director's Report for the Month of March, 1988;
- (ii) Correspondence;
- (iii) Client Evaluations;
- (iv) Unaudited Operating Results for Quarter to March 31, 1988;
- (v) The issue of Kitchen Expansion - Purchase of New Ovens was tabled pending management obtaining more information relating to the warranty;
- (vi) The issue of carpet for the HCC was tabled pending management's exploration of the possibility of Hamilton Place being included in a joint contract for carpet;
- (vii) The Hamilton Civic Hospitals Foundation to be allowed to serve donated wine, the quantity to be in accordance with previous Committee direction;
- (viii) The Ontario Ministry of Government Services' proposal to remove the signage from the east wall of the Office Tower was approved.

5.3.1 Hamilton Convention Centre Committee
Minutes of March 25, 1988

MOVED by Mr. Yates, seconded by Mr. Cino that

**THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF
MARCH 25, 1988 BE RECEIVED.**

MOTION CARRIED.

5.4.1 Hamilton Place Theatre Committee Third
Report

MOVED by Mr. Cino, seconded by Mrs. Dow that

**THE HAMILTON PLACE COMMITTEE THIRD REPORT BE
APPROVED AND THE FOLLOWING RECOMMENDATIONS
ENDORSED:**

**THAT THE AMENDED HAMILTON PLACE TERMS OF
REFERENCE BE APPROVED.**

**THAT THE 1988 HAMILTON PLACE BUSINESS PLAN AS
PREVIOUSLY SUBMITTED TO THE BOARD BE ADOPTED
WITHOUT CHANGE.**

MOTION CARRIED.

The following items were received for information:

- (i) Sketches of the modified marquee to be prepared at a cost not to exceed \$1500 by Kramer Associates; funds to be allocated from the Capital Improvement Surcharge;
- (ii) Facility Marketing Report;
- (iii) Marketing Services Report;
- (iv) Report from the Assistant Director;
- (v) Consolidated Unaudited Operating Results.

5.4.1 Hamilton Place Theatre Committee Minutes
of March 24, 1988

MOVED by Mr. Cino, seconded by Alderman Wheeler
that

**THE HAMILTON PLACE THEATRE COMMITTEE MINUTES OF
MARCH 24, 1988 BE RECEIVED.**

MOTION CARRIED.

6. New Business

6.1 BASS

It was reported that a recent broadcast advised that BASS had lost a Toronto contract because of financial difficulties. The Managing Director/CEO responded stating that he was unaware of any difficulties BASS may be experiencing and stated that HECFI has been receiving good service.

6.2 AC/DC Concert

Management was asked if consideration had been given to enforcing an age limit for rock concerts such as the AC/DC concert, thereby possibly avoiding the passing/use of drugs by minors. The Managing Director/CEO stated that he would not recommend an age limit; that this would be very difficult to enforce; it becomes a form of censorship; responsibility for attendance of minors at concerts rests with the parents; concerts of this type at Copps Coliseum are infrequent. It was suggested that HECFI adopt a "wait and see" position until such time as a proposal is made by the senior level of government.

It was reported that \$4,750 in damages (95% of which was to the seating) occurred during the concert, all of which was recovered from the promoter.

7. Other Business

7.1 In-Camera Agenda Items

Discussion ensued with respect to the In-Camera Agenda. It was clarified that although personnel matters can be In-Camera items when the names of individuals are included in the discussion, references to positions are not In-Camera items. It was

MOVED by Alderman Gallagher, seconded by Mr. Yates that

ITEM NO. 1 "Hiring of an Additional Permanent Full-Time Senior Accounting Clerk" OF THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF MAY 11, 1988, ATTACHMENT 4.1.1, BE REMOVED FROM THE IN-CAMERA AGENDA AND ADDED TO THE REGULAR AGENDA.

MOTION CARRIED.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

ITEM NO. 1 "Licenced Use of "Private Boxes" in Copps Coliseum" OF THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF APRIL 27, 1988, ATTACHMENT 4.1, BE REMOVED FROM THE IN-CAMERA AGENDA AND ADDED TO THE REGULAR AGENDA.

MOTION CARRIED.

7.2 Hiring of an Additional Permanent Full-Time
Senior Accounting Clerk

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

A PERMANENT FULL-TIME SENIOR ACCOUNTING CLERK FOR HECFI BE AUTHORIZED AND CLASSIFIED IN PAY GRADE LEVEL 11 WITH AN EXISTING SALARY RANGE OF \$25,322.44 TO \$29,778.32 PER ANNUM (1988 RATES) and THAT THE POSITION BE POSTED INTERNALLY BY THE COMMISSIONER OF HUMAN RESOURCES OF THE CITY/REGION AND IN THE EVENT THAT A SUITABLE CANDIDATE CANNOT BE SELECTED FROM WITHIN HECFI AND ORGANIZATIONS OF THE CITY OF HAMILTON AND THE REGION THAT THE COMMISSIONER OF HUMAN RESOURCES BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE.

MOTION CARRIED.

7.2 Licenced Use of "Private Boxes" in Copps
Coliseum

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE REPORT ENTITLED LICENCED USE OF "PRIVATE BOXES" IN COPPS COLISEUM, DATED 1988 APRIL 15 AS SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO AND MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM BE APPROVED; and

ITEMS #2 and #3 BE ACCEPTED AS OPTIONS TO OFFER LAWSON MARDON GROUP LIMITED AS PRESENTED IN A REPORT SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, DATED 1988 APRIL 7, ENTITLED LICENCED USE OF "PRIVATE BOX" IN COPPS COLISEUM BY LAWSON MARDON GROUP LIMITED.

8. Date of Next Meeting

The date of the next meeting is June 17, 1988, 8:00 a.m. at the Hamilton Convention Centre.

9. In-Camera Session

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF APRIL 15, 1988 BE APPROVED.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF MAY 4, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT MANAGEMENT INVESTIGATE ALTERNATIVE DATES AND ACCOMMODATIONS, PREFERABLY AT THE HAMILTON CONVENTION CENTRE OR IN THE COMMUNITY FOR THE FOUR (4) CLIENTS IN QUESTION; and THAT MANAGEMENT DEVELOP A STRATEGY OF INCENTIVES FOR THE CLIENTS; and THAT MAYOR ROBERT MORROW APPROACH THE CLIENTS TO ASCERTAIN THEIR WILLINGNESS TO THE PROPOSAL.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF MAY 11, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT HECFI'S GRATUITY POLICY BE REAFFIRMED.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF APRIL 6, 1988 BE RECEIVED.

THE COPPS COLISEUM IN-CAMERA REPORT OF APRIL 27, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE COPPS COLISEUM AND HECFI EXECUTIVE COMMITTEES MEET ON WEDNESDAY, MAY 11, 1988 AT 10:30 A.M. PRIOR TO THE REGULAR MEETING OF THE HECFI EXECUTIVE COMMITTEE AND A WALKING TOUR BE CONDUCTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO WITH RESPECT TO DISPLAY ADVERTISING IN COPPS COLISEUM.

THE COPPS COLISEUM IN-CAMERA MINUTES OF MARCH 23, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF
APRIL 29, 1988 BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MINUTES OF
MARCH 25, 1988 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF
APRIL 28, 1988 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF
MARCH 24, 1988 BE RECEIVED.

THE IN-CAMERA SESSION BE ADJOURNED AT 10:06 A.M.

10. Adjournment

MOVED by Alderman Gallagher, seconded by Mr. Cino
that

THE REGULAR SESSION ADJOURN AT 9:35 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman Brian Hinkley, Chairman

Patricia Bennett, Secretary

5.1 Executive Committee Fourth Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

**REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF JUNE 8, 1988**

The HECFI Executive Committee presents its **FOURTH** Report and respectfully recommends:

1. Method of Financing for Annual Report

That the cost of producing and printing the Annual Report be charged to account number 8330-3013, Annual Report; and

That an overdraft in this account be authorized which is to be financed within the overall operating surplus of the Corporate Department of HECFI.

**2. Method of Financing to Incorporate
Modifications and Additions to the
Building Automation System at City Hall**

That the cost to incorporate modifications and additions to the Honeywell Building Automation System at City Hall, at a total amount of \$24,648.00, be financed from Energy Conservation Projects - City Hall work-in-progress expenditure account numbers 0408-A25009 and 0408-A25075.

**3. Method of Financing for Major Overhaul and
Inspection of Centravacs, Library/Market Complex**

That the cost to perform the major overhaul and inspection of two Centravacs located in the Library/Market complex, at a total cost of \$39,271.00, be financed from work-in-progress expenditure account number 0408-K82532, C.U.P. - Teardown/Overhaul of Centravacs.

4. Copps Coliseum - Modifications to Mechanical Tower Roofing

That the City's Executive Committee be requested to recommend to City Council approval to proceed with the capital project-Modifications to Mechanical Tower Roofing for Copps Coliseum at a total cost of \$9,650.00 and to recommend the method of financing.

Note: Sufficient funds remain available within the General Construction Account 0408-U3253 of Copps Coliseum to finance this project.

**5. Method of Financing on the Purchase of Three Baker
Pride Convection Ovens - Hamilton Convention Centre**

That the purchase of three Baker Pride Convection Ovens for the Hamilton Convention Centre at a total cost of \$18,367.56 be financed from work-in-progress expenditure account number 0408-K72921, Kitchen Addition.

6. HECFI Special Events Subsidy Applications -

6.1 Hamilton Area Challenge Square Dancers Inc.

The Square Dancers bring some 1,100 delegates to the City and fill 400 hotel bedrooms. The group is already paying the Convention Centre \$5,000 in rentals, but has indicated that is the limit they can provide for space. There is very little food and beverage revenue coming to the Centre from this Convention.

Management is convinced that if we charge the full \$14,000 space rental for this annual convention, then the City will lose it, along with the considerable amount of money brought to the City by the delegates. The sum of \$9,000 from the Subsidy Fund is therefore requested.

Note: See Attached Schedule "A".

**6.2 1988 Ontario Summer Games Final Basketball Games,
Closing Ceremony and Closing Reception**

That the request for the licenced use of Copps Coliseum for the final basketball games (men and women), a closing ceremony and a closing reception for the 1988 Ontario Summer Games be approved. Further, the associated costs for the licenced use of Copps Coliseum for this event be financed by the HECFI's Special Event Subsidy Fund. The total amount of subsidy requested is approximately \$13,000.

Note: See Attached Schedule "B".

6.3 Governor General's Luncheon

That the request for the use of the Hamilton Convention Centre for the Governor General's Luncheon on June 20, 1988, be approved and that an amount not to exceed \$9,000 be financed by the HECFI Special Events Subsidy Fund for this event.

Note: See Attached Schedule "C".

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as Schedule "D".

2. Marketing Services Report

Attached as "Schedule "E".

3. Consolidated Unaudited Operating Results

**3.1 HECFI Four Month Period Ended
April 30, 1988**

Attached as Schedule "F".

**3.2 CUP Four Month Period Ended
April 30, 1988**

Attached as Schedule "G".

4. Committee Reports

4.1 Copps Coliseum Committee

The report was considered.

4.2 Hamilton Convention Centre Committee

The report was considered.

4.3 Hamilton Place Committee

The report was considered.

RESPECTFULLY SUBMITTED

"
B. Hinkley per Jon

ALDERMAN BRIAN HINKLEY, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J Mills

Joan M. Mills
Committee Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule A

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. EVENT NAME: HAMILTON AREA CHALLENGE SQUARE DANCERS INC.
2. EVENT DATE(S): NOVEMBER 3-8, 1988
3. FACILITY(IES): HAMILTON CONVENTION CENTRE
4. HECFI MANAGEMENT RECOMMENDATION:

The Square Dancers bring some 1,100 delegates to the City and fill 400 hotel bedrooms. The group is already paying the Convention Centre \$5,000 in rentals, but has indicated that is the limit they can provide for space. There is very little food and beverage revenue coming to the Centre from this Convention.

Management is convinced that if we charge the full \$14,000 space rental for this annual convention, then the City will lose it, along with the considerable amount of money brought to the City by the delegates. The sum of \$9,000 from the Subsidy Fund is therefore requested.

Date: May 13, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND must be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

5. HECFI EXECUTIVE COMMITTEE RECOMMENDATION:

The Square Dancers bring some 1,100 delegates to the City and fill 400 hotel bedrooms. The group is already paying the Convention Centre \$5,000 in rentals, but has indicated that is the limit they can provide for space. There is very little food and beverage revenue coming to the Centre from this Convention.

Management is convinced that if we charge the full \$14,000 space rental for this annual convention, then the City will lose it, along with the considerable amount of money brought to the City by the delegates. The sum of \$9,000 from the Subsidy Fund is therefore requested.

Date: June 8, 1988

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

HAMILTON AREA CHALLENGE SQUARE DANCERS INC.

Full Legal Name Required of Person(s)/Organization(s)

Address: 194 Longfield Crescent

Ancaster, Ontario

L9G 3N7

528-8363

Postal Code

Telephone Number

Contact Person(s): Mr. Don Terry

Postal Code

Telephone Number

8. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐
yes☐
no

*If YES it should be attached hereto.

9. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|-------------------------------------|--------------------------|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒ | ☐ |
| | | yes | no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐ | ☐ |
| | | yes | no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

- (a) To promote Square Dancing;
- (b) Fellowship;
- (c) To promote Challenge Dancing between the U.S. and Canada.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Mr. Don Terry	184 Longfield Crescent Ancaster, Ontario. L9G 3N7	528-8363 648-5505

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Square Dancing Convention

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

1100-1700

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER
HAMILTON? 80%

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

1100 delegates x \$138.00/day x 3 days = \$455,400

400 hotel bedrooms

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒ No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☒ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☒ No ☐

If YES, give explanation:

Convention has limited funds and would move to another City if

Subsidy not granted.

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

1,100 people x 3 days x \$ 138.00 + = \$ 455,400.00

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

City of Hamilton: \$455,400.00

H.E.C.F.I. - H.C.C.: \$ 8,000.00

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

As above.

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 9,000.00

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS
THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST
REVENUE? - \$ ----

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD
RECOMMEND, IF ANY?

\$9,000.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - W.J. PENFOLD Date: May 13, 1988
DIRECTOR
HAMILTON CONVENTION CENTRE

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A. Lussier Date: May 24, 1988

Managing Director/CEO - B. Lussier Date: May 18, 1988

*Check box if support documentation attached -



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION:

XXX

FOR INFORMATION:

TO:

CHAIRMAN AND MEMBERS
HECFI EXECUTIVE COMMITTEE
Attn: Joan Mills

COPIES TO:

B. K. Conacher, Managing Director/CEO, HECFI
J. Tsao, Sales Executive, Copps Coliseum

FROM:

J. T. Crane, Director, Copps Coliseum

DATE:

May 4, 1988

SUBJECT:

APPLICATION FOR HECFI SPECIAL EVENT SUBSIDY FUND
FOR THE LICENCED USE OF COPPS COLISEUM FOR THE
1988 ONTARIO SUMMER GAMES FINAL BASKETBALL GAMES,
CLOSING CEREMONY AND CLOSING RECEPTION

RECOMMENDATION:

That the request for the licenced use of Copps Coliseum for the final basketball games (men and women), a closing ceremony and a closing reception for the 1988 Ontario Summer Games be approved. Further, the associated costs for the licenced use of Copps Coliseum for this event be financed by the HECFI Special Event Subsidy Fund. The total amount of subsidy requested is approximately \$13,000.

BACKGROUND:

As per attached application and support material.

Respectfully submitted,

JT:jd
Attachments

 J. T. Crane
Director
Copps Coliseum



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** Ontario Summer Games '88
2. **EVENT DATE(S):** August 21st, 1988
3. **FACILITY(IES):** Copps Coliseum
4. **HECFI MANAGEMENT RECOMMENDATION:**

That the request for the licenced use of Copps Coliseum for the final basketball games (men and women), a closing ceremony and a closing reception for the 1988 Ontario Summer Games be approved. Further, the associated costs for the licenced use of Copps Coliseum for this event be financed by the HECFI Special Events Subsidy Fund. The total amount of subsidy requested is approximately \$13,000.

Date: April 27, 1988

5. HECFI EXECUTIVE COMMITTEE RECOMMENDATION:

That the request for the licenced use of Copps Coliseum for the final basketball games (men and women), a closing ceremony and a closing reception for the 1988 Ontario Summer Games be approved. Further, the associated costs for the licenced use of Copps Coliseum for this event be financed by the HECFI Special Events Subsidy Fund. The total amount of subsidy requested is approximately \$13,000.

Date: June 8, 1988

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

The Corporation of the City of Hamilton
(Ontario Summer Games '88 Committee)

Full Legal Name Required of Person(s)/Organization(s)

Address: Hamilton City Hall

71 Main Street West

L8N 3T4

Postal Code

526-4646

Telephone Number

Contact Person(s): Bob Sugden, Manager

Community & Special Services, Culture & Recreation Dept.
Hamilton City Hall

L8N 3T4

Postal Code

526-4617

Telephone Number

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?**

☒ **yes**

☐ **no**

*If YES it should be attached hereto.

9. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

- See attached

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐

yes

☒

no

- IS THE ORGANIZATION NON-PROFIT?

☒

yes

☐

no

- IS THE ORGANIZATION CHARITABLE?

☐

yes

☒

no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

- The Corporation of the City of Hamilton (Ontario Summer Games '88 Committee)

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Reg Whynott (Games Chairman)	71 Main St. W. Hamilton, Ontario L8N 3T4	526-4646

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

- Ontario Summer Games are a semi-annual, multi-sport provincial championship involving approximately 3,000 athletes and 500 coaches, managers and officials from six different regions of Ontario. Competitions are held annually alternating between summer and winter

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

5,000

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE GREATER HAMILTON? 5,000

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

- Support the development of amateur athletes in Ontario
- Maintain the dominance of Ontario's athletes in Canadian and International competitions.
- Produce Ontario's best ever performance at the Olympics
- Associated media exposure for the City of Hamilton & HECFI facilities
- Event activities at Copps Coliseum
- Economic spin-off effect of visitors to the City and patrons to Copps Coliseum

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐ No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

5,000 people x 4 days x \$ 100 + =\$ 2,000,000.

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

See Item 15

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

1. Basic Building Fee

- A minimum of \$6,500. or 12% of the Gross Ticket Revenues (less any applicable admissions sales taxes), whichever is greater, per performance.

2. Ticket Selling Commission and Credit Card Selling Commission

- As per published rate at the time of the event

3. Event Staff/Event Sheet Charges

- All Event Staff and Event Sheet Charges including all special food and beverage requirements

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

22. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ approx. \$13,000.

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN LOST REVENUE? - \$ none

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD RECOMMEND, IF ANY?

- See Item 4. HECFI Management Recommendation

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - John Egan Date: May 5/88

Facility Director - _____ Date: _____

Facility Director - _____ Date: _____

Director of Finance & Administration - John A. Lewis Date: May 10/88

Managing Director/
CEO Brian J. Smith Date: May 6/88

*Check box if support documentation attached -

April, 1987



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

May 3, 1988

Mr. Robert Sugden
Manager
Community & Special Services
Culture and Recreation Department
City Hall, Hamilton

Dear Mr. Sugden:

**Re: 1988 Ontario Summer Games Closing Ceremony/Reception and
Final Basketball Games - August 21st, 1988**

Pursuant to our telephone conversation on April 27, 1988, this is to confirm that the use of Copps Coliseum for the above referenced event is consisted of the following:

- a) Men's Final Basketball Game
- b) Women's Final Basketball Game
- c) Closing Ceremony
- d) Closing Reception

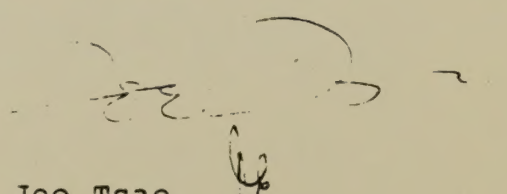
As requested, the food and beverage cost (\$3,000. approx.) related to the closing reception is to be included in the application for Special Event Subsidy Fund for this event.

Please contact me if further information or assistance is required.

Yours very truly,

COPPS COLISEUM,

JT:jd


Joe Tsao,
Sales Executive.

cc: J. Crane, Director, Copps Coliseum
J. Elder, Events Manager



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

April 20, 1988

Mr. Robert Sugden
Manager
Community & Special Services
Culture and Recreation Department
City Hall, Hamilton

Dear Mr. Sugden:

**Re: 1988 Ontario Summer Games Closing Ceremony/Reception and
Final Basketball Game - August 21st, 1988**

This is to acknowledge the receipt of your letter dated March 28th, 1988 concerning the above noted.

As requested, the application for special event subsidy will be forwarded to the HECFI Board of Directors for their approval. Accordingly, you will be advised of their decision.

In the meantime, I welcome an early meeting with you to discuss the details for this event. Please contact me if further information or assistance is required.

Yours very truly,

John T. Crane
Director
Copps Coliseum

JT:jd

cc: B. Conacher, Managing Director/CEO, HECFI
J. Tsao, Sales Executive
J. Elder, Events Manager



RECEIVED MAR 29 1988

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

March 28, 1988

Mr. Brian Conacher
Managing Director
H.E.C.F.I.

Dear Brian:

This is to further indicate that plans are proceeding for the hosting of the Ontario Summer Games. It is a joint project of the Province and our City.

At this point, we have planned to hold the closing ceremonies at Copps Coliseum on Sunday, August 21st, from 2:00 p.m. to 8:00 p.m. It will include the final basketball games, a ceremonial program, and a closing reception.

The municipality's provisions for hosting deal with the facility and organizational side of the event, and we are requesting this be considered as a community subsidized event at Copps.

We will request a meeting with you or your staff in the near future to clarify the details as they become more final.

Sincerely,

Robert Sugden

Robert Sugden, Manager
Community and Special Services
Culture and Recreation Department

RS/bs





ONTARIO SUMMER GAMES '88



HAMILTON

GAMES CHAIRMAN
Reg Whynott

GAMES MANAGER
Debbie Clark

GAMES COMMITTEE
Joe Broughton
Finance

John Edwards
Administration

Peter Gravelle
Promotion

Ray Johnson
Special Events

John Kiriakopoulos
Fund Raising

Jack Lee
Facilities

Colin Millar
Services

Jim Simpson
Sport Technical

Bob Sugden
Ceremonies

M. Forster
Ministry Liaison

GAMES CABINET
Mayor Morrow
Alderman Collins
Alderman Gallagher
Alderman Murray
Bill Kriesel

WHAT ARE THE ONTARIO SUMMER GAMES?

The Ontario Summer Games are a semi-annual, multi-sport provincial championship involving approximately 3,000 athletes and 500 coaches, managers and officials from six different regions of Ontario. Competitions are held annually alternating between summer and winter.

WHERE AND WHEN ARE THE GAMES TO BE HELD?

Hamilton will host the 1988 Ontario Summer Games. The dates for the Games are August 18th through August 21st.

WHY ARE THE GAMES IMPORTANT?

The Ontario Summer Games are a component of the "Best Ever Program", which was introduced by the Ministry of Tourism and Recreation and is designed to support the development of amateur athletes in Ontario. The program is aimed at:

- maintaining the dominance of Ontario's Athletes in Canadian and International competitions
- producing Ontario's Best Ever performance at the Olympics

WHAT SPORTS WILL BE INVOLVED?

At this time the sports have not been finalized but in the past participants have competed in the following sports:

Baseball (M)	Basketball (M&F)	Canoeing (M&F)
Cycling (M&F)	Lacrosse (M)	Lawn Bowling (M&F)
Shooting (M&F)	Rugby (M)	Sailing (M&F)
Volleyball (M&F)	Water Skiing (M&F)	Track & Field (M&F)
Cricket (M)	Field Hockey (M&F)	Softball (M&F)

CONTACT PERSON

DEBBIE CLARK
Games Coordinator
Department of Culture & Recreation
City Hall
71 Main St. W.
HAMILTON, ON
L8N 3T4
(416) 526-4646

/dc

GAMES OFFICE - HAMILTON CITY HALL, 71 MAIN STREET WEST, L8N 3T4, 526-4646

John Eakins
Minister
Jim Keenan
Deputy Minister



Ministry of
Tourism
and
Recreation

THE GAMES WERE INITIATED BY THE GOVERNMENT OF ONTARIO WITH THE STAGING OF THE FIRST ONTARIO GAMES IN ETOBICOKE, ONTARIO IN 1970. SINCE THAT TIME, THERE HAVE BEEN SEVEN WINTER GAMES AND EIGHT SUMMER GAMES.

THE FOLLOWING INDICATES SOME GENERAL FACTS RELATIVE TO THESE COMPETITIONS.

<u>YEAR</u>		<u>SPORTS</u>	<u>PARTICIPATION</u>
1970 (W) Etobicoke	Dec. 26 -- 30	15	1100
1973 (S) Oshawa	Jun. 30 -- July 2	9	700
1974 (S) Sudbury	Aug. 3 -- 5	9	900
1974 (W) Thunder Bay	Dec. 26 -- 31	16	1300
1975 (S) London	Aug. 29 -- Sept 1	19	1800
1976 (W) Sault Ste. Marie	Feb. 13 -- 16	22	2200
1977 (W) North Bay	Feb. 11 -- 14	17	1900
1977 (S) Kitchener/Waterloo	Aug. 26 -- 29	24	2700
1978 (W) Kingston	Dec. 27 -- 30	19	2050
1980 (S) Peterborough	Aug. 22 -- 25	21	2300
1983 (S) Sudbury	Sept. 2 -- 5	18	3000
1985 (W) St. Catharines/ Thunder Bay (skiing events)	Mar. 14 -- 17	20	2700
1986 (S) Peterborough	July 17 -- 20	19	2700
1987 (W) London	March 19 -- 21	19	

(S) indicates the Games were held in the Summer months

(W) indicates the Games were held in the Winter months

ONTARIO SUMMER GAMES

EXECUTIVE COMMITTEE

GAMES CHAIRMAN

REG WHYNOTT
Executive Director
Hamilton & District Chamber of Commerce

CHAIRMAN SPORTS TECHNICAL

JIM SIMPSON
Physical Education Department Head
Sherwood Secondary School

CHAIRMAN PROMOTION

PETER GRAVELLE
Account Supervisor
Avenue Studios

CHAIRMAN FACILITIES

JACK LEE
Physical Education & Health Consultant
Board of Education

CHAIRMAN SPECIAL EVENTS & PROTOCOL

DR. RAY JOHNSON
Chairman of Mens Intercollegiate Athletics
McMaster University

CHAIRMAN SERVICES

COLIN MILLAR
Deputy Chief
Hamilton Wentworth Regional Police

CHAIRMAN FUNDRAISING

JOHN KIRIAKOPOULOS
Proprietor
Tiffany's Restaurant

CHAIRMAN FINANCE

JOE BROUGHTON, C.A.
Thorne, Ernst & Whinney

GAMES COORDINATOR

DEBBIE CLARK
Department of Culture & Recreation
City of Hamilton

CHAIRMAN ADMINISTRATION

JOHN EDWARDS
Chairman of Recreation
McMaster University

GAMES CONSULTANT

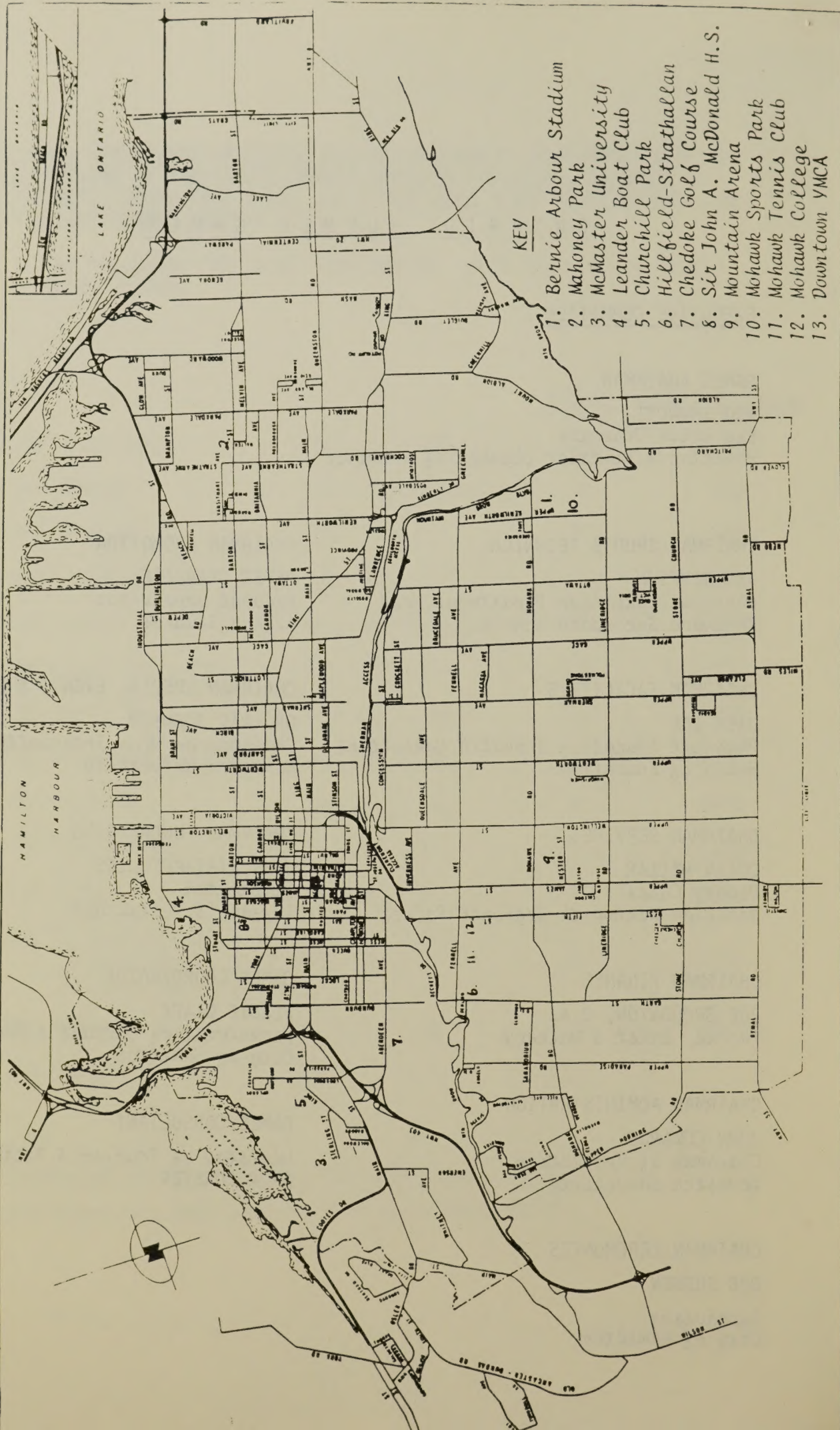
Ministry of Tourism & Recreation
MARK FORSTER

CHAIRMAN CEREMONIES

BOB SUGDEN
Supervisor
City of Hamilton

Ontario Summer Games 1988

'Proposed Sites'



HAMILTON

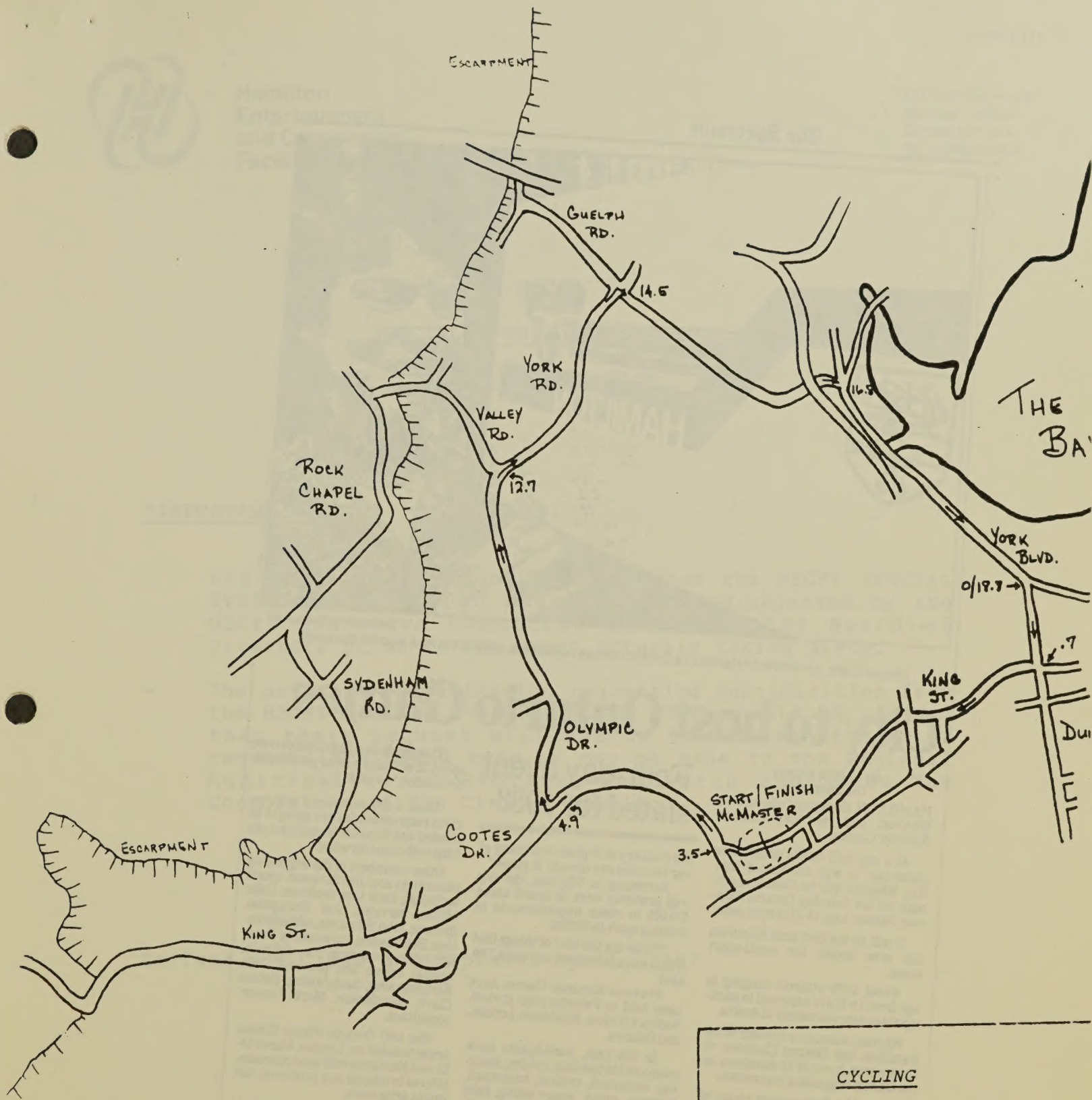
SPORT	REQUIRED BY MINISTRY	SITE	RECOMMENDATIONS	ESTIMATED COST
BASEBALL (map #1, 2)	2 diamonds one with lights	1) Bernie Arbour 2) Mahoney Park (main diamond)	-- paint building and stands at Bernie Arbour -- permanent home run fencing at Mahoney main diamond	\$10,000
BASKETBALL (map #3)	2 regulation courts	1) McMaster University Main Gymnasium 2) McMaster University Auxiliary Gymnasium * Copps Coliseum (finals only)		\$4,000
CANOEING (map #4)	i) Flat Water 500m water course ii) Marathon 7 mile water course	Hamilton Bay ** (Leander Dock) Hamilton Bay**	-- complete dock facilities at Leander Boat Club -- spectator facilities (bleachers)	already funded by H.H.C. costs dependant on final site
CRICKET (map #5)	large playing field	Churchill Park	-- permanent washroom facilities -- an 8x8 shed to be used for equipment storage and also a change room -- two benches for spectators	
CYCLING	30 km. road course 40 km. course (time trials)	McMaster/Westdale Area	-- to be finalized upon receiving final course layout	T.B.A.
FIELD HOCKEY (map #6)	2 pitches (60x100 yd)	Hillfield-Strathallan	-- spectator bleachers at main field	\$1,500
GOLF (map #7)	one 18 hole championship course	Chedoke Golf Course (Beddoe Course)		
KARATE (map #8)	full size gymnasium	Sir John A. McDonald H.S. ***		
LACROSSE (map #5)	regulation size arena	Mountain Arena		

* Basketball finals to be held prior to the Closing Ceremonies (tentative)

** Better site would be Cootes Paradise

*** Convention Centre under consideration for this event

SPORT	REQUIRED BY MINISTRY	SITE	RECOMMENDATIONS	EST. COST
LAWN BOWLING (map #5)	one regular green (8 rinks)	Churchill Fields Lawn Bowling Club		
ORIENTEERING	conservation site	Dundas Conservation Area		
RUGBY (map #10)	one playing field (100 x 69m)	Mohawk Sports Park (field #1)		
SAILING (map #4)	large water area	Hamilton Bay (Hamilton Yacht Club)		
SHOOTING (Trap/Rifle)	properly equipped 18 position rifle range	1) Hamilton Angling & Hunting Association (Ancaster) 2) Germania Club Range		
SOCCER (map #10)	two regulation fields (possibility of 4 fields)	Mohawk Sports Park (fields #2,3) possibly 2 new fields at Mohawk	-- spectator bleachers at field #2 (2 small stands seating 50 each)	2x1,500 =\$3,000
SOFTBALL (map #10).	4 softball diamonds 2 with lights	1) Mohawk Sports Park (present diamond plus two additional diamonds under construction) 2) Victoria Park (main diamond)	-- home run fencing & out of bounds/ dug out fencing at 2 new diamonds home run fence to be 225' -- bring canteen to usable standards i.e. new ceiling at Mohawk -- spectator bleachers at 2 new diamonds at Mohawk -- paint & repair Victoria Park's change room facilities	2x10,000 =\$20,000 \$5,000 2x1,500 =\$3,000 \$5,000
SWIMMING	8 lane, 50m pool	T.B.A (McMaster/Brantford Aquatics Centre)		
TENNIS (map #11)	8 tennis courts with high grade uniform surface	Mohawk Tennis Courts (10 courts)		
TRACK & FIELD (map #3)	8 lane all weather track & water jump	McMaster University		
Volleyball (map #12,13)	4 regulation courts	Mohawk College (2) YMCA (2)	-- create centre court at Mohawk i.e. lay down lines & holes for posts --purchase portable bleachers for YMCA	\$1,500 1,000

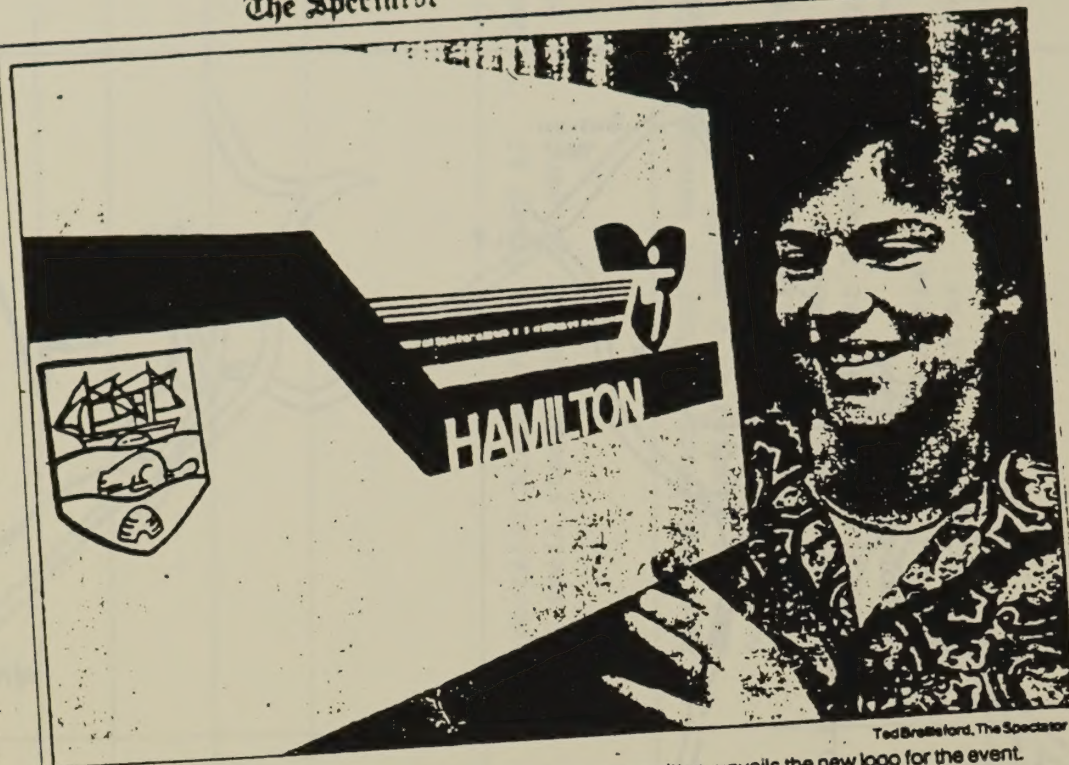


CYCLING

PROPOSED ROAD COURSE

- 1) Junior Mens Road Race
-- 8 laps
- 2) Womens Road Race -- 5 laps

One Lap = 13 km.



Ted Bretherton, The Spectator

Debbie Clark, a member of Hamilton's Ontario Games committee, unveils the new logo for the event.

City to host Ontario Games

By LARRY MOKO
The Spectator

HAMILTON IS saying 'why not' to Whynott and the 1988 Ontario Summer Games.

At a city hall media conference yesterday, it was announced that Reg Whynott will be Games chairman for the four-day Ontario Summer Games, Aug. 18-21 of next year.

It will be the first time Hamilton has ever hosted the multi-sport event.

About 3,000 athletes ranging in age from 14-20 are expected to participate in approximately 15 sports.

Whynott, executive director of the Hamilton and District Chamber of Commerce, is one of 12 members on the Games organizing committee.

He said a fund-raising target of \$150,000 has been set by the committee. In addition, the provincial Ministry of Tourism and Recreation has pledged to contribute \$450,000 for athlete accommodation and transportation.



Whynott

"A lot of groundwork has already been done," Whynott said. "It's not a new venture. It has happened in other communities in the province, so we have a lot of experience to go by."

"We don't see any major problems, considering the funding from

Four-day event slated for 1988

the ministry is in place and many of our facilities are already in place."

According to Whynott, the city will probably have to spend about \$10,000 to make improvements to existing sport facilities.

"Those are the kind of things that would have to be done, anyways," he said.

Previous Summer Games have been held in Peterborough (twice), Sudbury (twice), Kitchener, London, and Oshawa.

In the past, participants have competed in baseball, cycling, shooting, volleyball, cricket, basketball, lacrosse, rugby, water skiing, field hockey, canoeing, lawn bowling, sailing, track and field and softball.

The sports for Hamilton's Games have yet to be determined. The sites, too, still have to be finalized.

"In a very direct way, the people of Hamilton will be giving a helping hand to these young athletes to advance up the ladder to greater achievement in sport," said John Eakins, Ontario Minister of Tourism and Recreation.

"These young people will have the chance to test and sharpen their skills against the best provincial athletes in their sport. Each event will be the provincial championship for that sport."

Eakins said it's an honor for Hamilton but also a big undertaking.

"It depends on a high level of civic spirit. It will take a lot of people with dedication," he said.

About 2,000 volunteers with various responsibilities are going to be needed and Whynott is confident the help will come forward.

Other members of the organizing committee are: Jim Simpson, sports technical; Jack Lee, facilities; Colin Millar, services; Joe Broughton, finance; John Edwards, administration; Bob Sugden, ceremonies; Peter Gravelle, promotion; Ray Johnson, special events and protocol; John Kiriakopoulos, fund-raising; Debbie Clark, coordinator; Mark Forster, consultant.

The 1987 Ontario Winter Games are scheduled for London, March 19-21 and Hamilton will send representatives to discuss any problems that might arise there.

The Summer Games will not conflict in date with the annual Canusa Games, held each August for athletes from Hamilton and Flint, Mich., Wynott said.

Summer Games athletes will stay at local hotels and dorms of McMaster University.

Yesterday's media conference was attended by various representatives of local and provincial government and a Games logo was unveiled. It's an adaptation of the City of Hamilton flag, incorporating the provincial trillium Games symbol.

Hamilton has twice failed in bids to host Pan American Games. The city hosted the Regional Games for the Physically Disabled in 1985.



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised May, 1988 and Replaces April, 1987



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** GOVERNOR GENERAL'S LUNCHEON
2. **EVENT DATE(S):** June 20th, 1988
3. **FACILITY(IES):** CONVENTION CENTRE

4. **HECFI MANAGEMENT RECOMMENDATION:**

That up to \$9000.00 be expended from the subsidy fund to cover expenses for the Vice-Regal Luncheon on the occasion of the visit of their Excellencies Gov-Gen Sauve and Maurice Sauve.

June 10th, 1988

....Page 2 of 11

4. HECFI MANAGEMENT RECOMMENDATION (Cont'd):

5. HECFI EXECUTIVE COMMITTEE RECOMMENDATION:

Recommended to the board for approval

Date: June 10th, 1988

6. HECFI BOARD OF DIRECTORS RECOMMENDATION:

Date: _____, 19__

7. **PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:**

MAYOR ROBERT MORROW

Full Legal Name Required of Person(s)/Organization(s)

Address: _____

Postal Code

Telephone Number

Contact Person(s): _____

Postal Code

Telephone Number

8. **HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?**

☐ ☒
yes no

*If YES it should be attached hereto.

9. **IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?**

Vice-Regal Party is visiting Convention Centre and will be met by
Chairman of the HECFI Board & Chairman of the HCC Committee.

10. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- IS THE ORGANIZATION PROFIT ORIENTED?

☐	☒
--------------------------	-------------------------------------

yes no

- IS THE ORGANIZATION NON-PROFIT?

☒	☐
-------------------------------------	--------------------------

yes no

- IS THE ORGANIZATION CHARITABLE?

☐	☒
--------------------------	-------------------------------------

yes no

*IF YES WHAT IS CHARITABLE NUMBER - _____

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

City Hall request.

12. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
-------------	----------------	------------------

MAYOR MORROW		
--------------	--	--

13. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Vice-Regal Luncheon

14. HOW MANY PEOPLE WILL ATTEND THE EVENT?

250

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE
GREATER HAMILTON? None

15. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

Prestige of Vice Regal visit to Convention Centre.

16. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☐ No ☒

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☐ No ☐

17. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☐ No ☒

If YES, give explanation:

18. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

_____ people x _____ days x \$ _____ + =\$ _____

N/A

19. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

Prestige of Visit.

20. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

N/A

21. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☐

If "YES", what is the dollar amount? - \$ _____

N/A

22. WHAT IS THE TOTAL AMOUNT OF SUBIDY REQUEST IN DOLLARS?
\$ 9000.00 .

23. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT
IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN
LOST REVENUE? - \$ _____

N/A

24. WHAT IS THE MAXIMUM SUBSIDIZATION HECPI MANAGEMENT WOULD
RECOMMEND, IF ANY?

\$9000.00

25. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes

☐

No

☒

26. HECFI MANAGEMENT APPROVALS:

Facility Director - _____ Date: _____

Facility Director - W.J. P. [Signature] Date: June 10, 1988

Facility Director - HAMILTON CONVENTION CENTRE Date: _____

Director of Finance & Administration - _____ Date: _____

Managing Director/CEO [Signature] Date: June 10/88

*Check box if support documentation attached - ☐

Revised May, 1988 and
Replaces April, 1987

IT IS THE POLICY OF THE UNITED STATES GOVERNMENT
TO MAKE AVAILABLE TO THE PEOPLE OF THE UNITED STATES
THE RESULTS OF THE RESEARCH AND DEVELOPMENT

THE UNITED STATES GOVERNMENT
DEPARTMENT OF COMMERCE

25. UNITED STATES GOVERNMENT

THE UNITED STATES GOVERNMENT
DEPARTMENT OF COMMERCE

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT

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UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT
DEPARTMENT OF COMMERCE

UNITED STATES GOVERNMENT

UNITED STATES GOVERNMENT



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

June 1, 1988

**Report to the HECFI Executive Committee
from the Director of Finance and Administration**

IATSE Local 129 Agreements

The Committee should be aware that the current two (2) agreements between HECFI and IATSE Local 129 for Hamilton Place Theatre and Copps Coliseum expire on August 31, 1988.

HECFI management staff have over the past two and a half months held several meetings to review and develop a negotiating position on the two (2) agreements. Ms. C. Lowe, the Commissioner of Human Resources, is also involved in this process with management.

Negotiation meetings with IATSE Local 129 will be commencing shortly.

Central Utilities Plant - Surplus Disposition

The Committee may recall that the HECFI Board at its meeting of April 15, 1988, approved the following recommendation:

"That the operating surplus for 1988 and thereafter from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant."

This recommendation was received by the City's Executive Committee on May 26, 1988, along with a separate recommendation by the City Treasurer that no action be taken on HECFI's recommendation.

Mr. J. Schatz, Secretary to the City's Executive Committee, advises that his Committee tabled this matter until its next meeting, which is on Thursday, June 23, 1988. HECFI management will be attending the City's Executive Committee on June 23, 1988 to discuss this matter.

My report to the HECFI Executive Committee on April 6, 1988 is attached as Schedule "A", while the City Treasurer's report to the City's Executive Committee is attached as Schedule "B". The City Treasurer's position has remained unchanged from the stated position in my report to this Committee, which included as background information a copy of a letter to me, dated December 16, 1987, from the City Treasurer.

However, I should point out that the City Treasurer has expanded further on why he opposes the recommendation of the HECFI Board. His additional rationale is outlined in the following excerpt of his report to the City's Executive Committee:

"It was agreed earlier that CUP, because it is a cost centre for other local boards and the City Hall itself, would not be an appropriate addition to the municipal contribution of HECFI, and, accordingly, it should remain a City department. There was never any opposition at the staff level to this concept. If it is part of the municipal contribution for HECFI, then any surplus from CUP would automatically flow to the HECFI reserve based on policy relating to local boards."

Based on the comments above of the City Treasurer, my advice to the HECFI Executive Committee, and the Board (if HECFI's recommendation is accepted by the City's Executive Committee and City Council) would be to continue to have the municipal contribution of the Central Utilities Plant excluded from the municipal contribution of HECFI. It would not be appropriate for HECFI to reflect in its overall budget significant CUP costs that relate to other local boards and City Hall itself. These costs have nothing to do with operating HECFI's three facilities. I would remind the Committee that our stated long-term goal in the 1988 Business Plan is that HECFI reduce and eventually eliminate its municipal contribution. This can not be done if we absorb in our HECFI budget CUP operating costs for all buildings, including those of other local boards and City Hall itself.

Parking Subsidization

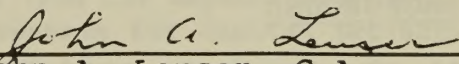
The Committee may recall that I reported to this Committee at its last meeting that the Regional Finance and Personnel Committee at their April 13, 1988 meeting took no action on City Council's recommendation of January 26, 1988 to transfer responsibility for administering and funding the Parking Subsidization Programme to the Region. The Regional Finance and Personnel Committee also requested that applicable City, HECFI, Parking Authority and Regional staff meet to further discuss the matter.

A staff meeting was held in May with a further one scheduled for June 16, 1988. In the interim, until Regional Council approves the transfer of this function, HECFI is continuing to administer the programme.

Training for Box Office/Telephone Order Staff

In addition to our ongoing on-the-job training of part-time Box Office/Telephone staff, we did the following in May:

- (1) sent four (4) of our Telephone Order staff to a half-day training seminar on telephone skills offered by the Hamilton & District Chamber of Commerce; and
- (2) purchased a package of six (6) audio cassettes to train and reinforce "Professional Telephone Skills" and "Exceptional Customer Service".



John A. Leuser, C.A.
Director of Finance
and Administration

attaches.



FROM John A. Leuser, Director of Finance
and Administration DATE March 15, 1988
Name & Title

FOR ACTION ☒ FOR INFORMATION ☐ File No. _____

TO: BOARD ☐ (OR) Executive ☒
SUBJECT Committee

Disposition of Central Utilities Plant Surplus for 1988 and thereafter

RECOMMENDATION

That the operating surplus for 1988 and thereafter from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant.

BACKGROUND

At the March 2, 1988 Executive Committee meeting, I was asked to bring forward to the Committee the above recommendation for its consideration at its next meeting.

The Committee may recall that the Board recommended to the City's Executive Committee in 1987 that the 1987 operating surplus from the Central Utilities Plant be placed into a separate reserve for Capital Projects for the Central Utilities Plant. The recommendation was received and considered by the City's Executive Committee at its meeting on December 3, 1987, at which time it agreed to take no action.

The City's Executive Committee in deciding to take no action on the Board's recommendation, did so after receiving the following information from the City Treasurer:

- (1) that he has for some months assumed that the C.U.P. surplus would be part of the 1987 overall surplus of the City and has accordingly, recommended various appropriations in accordance with same; and
- (2) that, in accordance with existing policy, surpluses from either revenues or expenditures for City departments are not separately classified for any purposes, and are included in the overall surplus of the City at year end with the disposition of this surplus approved in total by the Finance Committee and City Council.

The City Treasurer's opinion (see attached) is that since C.U.P. is a City Department, any surplus, and indeed any deficit, from this operation should continue to form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

JAL:jm
attach.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration



THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1987 December 16

Mr. John Leuser
Director of Finance
and Administration
H.E.C.F.I.
City of Hamilton

Dear Mr. Leuser

Re: Surplus from the Central Utilities Plant (C.U.P.)

I understand that at your recent Board meeting, the question of the disposition of any surplus from savings in the 1988 CUP expenditure budget be considered for placement into a separate reserve for capital projects for the CUP.

In my report to the Executive Committee, dated November 26, 1987, which dealt with the disposition of the 1987 surplus from the CUP, I included the following paragraph in the Background:

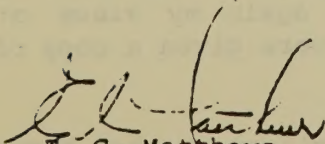
"Surpluses originating from either revenues or expenditures for City Departments are not separately classified for any purpose, but are included in the overall surplus of the City at the end of the year, with the disposition of this surplus approved in total by the Finance Committee and City Council."

If CUP was part of the HECFI operation and not a City Department, present policy would direct any surplus to the HECFI capital reserve. In view of the fact that CUP is a City Department, it is my recommendation that any surplus, and indeed any deficit, for this operation should form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

For your further information, allocations of surplus in past years have been assigned to City capital reserves with the objective of funding City capital expenditure requirements in the future for such operations as the Central Utilities Plant on a "pay-as-you-go" basis.

Please do not hesitate to contact me if you require any further information on this subject.

Yours very truly


E. C. Matthews
Treasurer

RECEIVED MAY 25 1988

FOR ACTION

REPORT TO: MR. J. J. SCHATZ, SECRETARY
EXECUTIVE COMMITTEE

FROM: MR. E. C. MATTHEWS
TREASURER

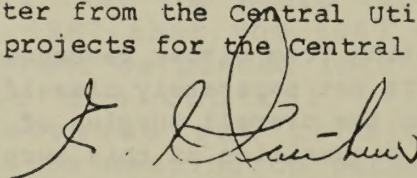
DATE: 1988 MAY 20
COMM FILE:
DEPT FILE:

SUBJECT:

CENTRAL UTILITIES PLANT

RECOMMENDATION

That no action be taken on the HECFI recommendation which states that the operating surplus for 1988 and thereafter from the Central Utilities Plant be placed into separate reserve for capital projects for the Central Utilities Plant.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

Any surplus from a City facility, i.e., the Central Utilities Plant, is included in the overall surplus of the City at the end of the year and its disposition arranged through the Finance Committee. City policy for many years precludes any City department from assigning a surplus to its own use. Allowing HECFI this option is contrary to this policy and would be setting a precedent which would erode our fiscal policy in this area.

BACKGROUND

This issue was raised last fall and I responded then to take no action on this recommendation, note my attached report dated November 26, 1987. The Executive Committee decided to take no action for 1987 only because of prior commitments on this surplus but action for 1988 and subsequent years was left open for discussion in 1988.

As a result of this change, I responded in writing to Mr. John Leuser in a letter dated December 16, 1987, copy attached, confirming once again my views on this issue. I understand the HECFI Finance Committee and Board were given a copy of this letter.

In addition to my opposition to this recommendation, it is silent on what happens in the event of a deficit. Presumably the City would be expected to pick this up which is what would happen now because it is a City department.

1988 MAY 20

MR. J. J. SCHATZ, SECRETARY
EXECUTIVE COMMITTEE - PAGE 2

BACKGROUND - continued

It was agreed earlier that CUP, because it is a cost centre for other local boards and the City Hall itself, would not be an appropriate addition to the municipal contribution of HECFI, and, accordingly, it should remain a City department. There was never any opposition at the staff level to this concept. If it is part of the City, City policy should prevail. If Council decide to include it as part of the municipal contribution for HECFI, then any surplus from CUP would automatically flow to the HECFI reserve based on policy relating to local boards.

For the further information of the Committee, I attach Page 25 of this year's capital budget which provides for \$410,000 in approved capital expenditures for CUP. The City has already Committed its own resources to finance capital expenditures for CUP which make any separate surplus allocation for CUP, in my opinion, not only inappropriate but redundant as well.

Att'd

c.c. Mr. B. Conacher, Manager Director/Chief Executive Officer, HECFI
Attention: Mr. John Leuser, Director, Finance & Administration

THE CORPORATION OF THE CITY OF HAMILTON

FROM MR. E. C. MATTHEWS, TREASURER DATE 1987 November 26
Name & Title

FOR ACTION ☒ FOR INFORMATION ☐ File No. _____

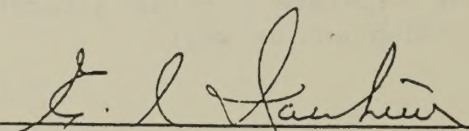
TO: CITY COUNCIL ☐ (OR) EXECUTIVE ☒
Committee

SUBJECT

SURPLUS FROM THE CENTRAL UTILITIES PLANT IN 1987

RECOMMENDATION

That no action be taken on the request from the Board of Directors of HECFI that the surplus from the Central Utilities Plant be placed into a separate reserve for capital projects for the CUP.


E. C. Matthews, Treasurer

BACKGROUND

I am recommending that no action be taken on this request from HECFI to place the surplus expected in 1987 from the CUP in a capital reserve. My reasons are as follows:

1. Surpluses originating from either revenues or expenditures for City Departments are not separately classified for any purposes, but are included in the overall surplus of the City at the end of the year, with the disposition of this surplus approved in total by the Finance Committee and City Council.
2. The Treasurer has for some months assumed that the CUP surplus would be part of the overall surplus of the City and has accordingly recommended the decision to provide for the Dofasco tax loss in the amount of \$1,700,000 partly from this source. The other major commitment that Council is confronted with in 1988 is the 1988 carry forward surplus which amounts to \$1,500,000. This carry forward surplus is a source of 1988 revenue required in the calculations to arrive at a 4.5% increase in the 1988 mill rate.

Accordingly, the Treasurer is required to produce a surplus of \$3,200,000 based on these two large considerations alone. In my judgement it will be most difficult to achieve this goal including the surplus from the Central Utilities Plant, and I would say it is virtually impossible to achieve this objective if this money is used for other purposes.

1987 December 16

Mr. John Leuser
Director of Finance
and Administration
H.F.C.F.I.
City of Hamilton

Dear Mr. Leuser

Re: Surplus from the Central Utilities Plant (C.U.P.)

I understand that at your recent Board meeting, the question of the disposition of any surplus from savings in the 1988 CUP expenditure budget be considered for placement into a separate reserve for capital projects for the CUP.

In my report to the Executive Committee, dated November 26, 1987, which dealt with the disposition of the 1987 surplus from the CUP, I included the following paragraph in the Background:

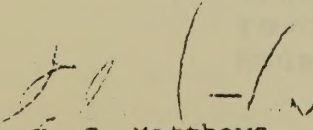
"Surpluses originating from either revenues or expenditures for City Departments are not separately classified for any purpose, but are included in the overall surplus of the City at the end of the year, with the disposition of this surplus approved in total by the Finance Committee and City Council."

If CUP was part of the HECFI operation and not a City Department, present policy would direct any surplus to the HECFI capital reserve. In view of the fact that CUP is a City Department, it is my recommendation that any surplus, and indeed any deficit, for this operation should form part of the overall surplus of the City of Hamilton, in accordance with existing policy.

For your further information, allocations of surplus in past years have been assigned to City capital reserves with the objective of funding City capital expenditure requirements in the future for such operations as the Central Utilities Plant on a "pay-as-you-go" basis.

Please do not hesitate to contact me if you require any further information on this subject.

Yours very truly


E. C. Matthews
Treasurer

CAPITAL BUDGET PROGRAM 1988 - 1992
ESTIMATED SCHEDULE COST AND FINANCING OF PROJECTS

AS OF MAR. 29, 1988
(000's)

CONTROL SECTION 0 MUNICIPAL GENERAL RECREATION AND CULTURAL SERVICES 063 H.E.C.F. I. - CENTRAL UTILITIES PLANT

***** F I N A N C I N G *****

CODING

(1)	CAPITAL BUDGET NUMBER	(4)	OMB YEAR REQUIRED
(2)	BYLAW NUMBER	(5)	DATE OF COUNCIL APPROVAL
(3)	OMB NUMBER	(6)	METHOD OF FINANCING

ANALYSIS OF REQUIREMENTS 1988 TO 1992

CODING	PROJECT DESCRIPTIONS	PROJECT		GROSS COST	SUBSIDIES & OTHER RECEIPTS		PREVIOUSLY OBTAINED AMOUNT	REQUIRED AFTER 1992		1988-1993		1990	1991	1992
		START	FINISH		AMOUNT	CODE		AMOUNT	CODE	1988	1989			
1 38000	CENTRAL UTILITIES	1988		410				410		410		24		
2	PLANT-REPLACEMENT		1990											
3	AND MAJOR OVERHAUL													
4 1988	OF EQUIPMENT													
5														
6 CL														
TOTAL SUB-SECTION 063				410	0	0	0	410	0	410	0	24	0	0



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
HECFI EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: May 18, 1988

SUBJECT: **MARKETING SERVICES REPORT - MAY 1988**

Over the past four weeks several new projects have been initiated such as a direct mail medical brochure, Hamilton Convention Centre brochure and special print advertisements promoting June attractions at Copps Coliseum and Hamilton Place Theatre. The following is an update progress report on the HECFI Marketing Services Department.

I OK&D

(a) Medical Convention Ad

Copy has been revised and artwork is now in final stages for insertion in the July issues of Medical Meetings and Ontario Medical Review magazines.

(b) Direct Mail Medical Brochure

OK&D have been directed to develop creative for the direct mail medical brochure for targeted marketing in the medical field.

(c) Entertainment Ads

OK&D to present THEATRE, ROCK and SPORTS illustrations next week. TRADE SHOWS artwork and copy have been revised for insertion in the June issue of the Amusement Business magazine.

(d) **Hamilton Convention Centre Brochure**

OK&D are meeting May 25 to discuss new Hamilton Convention Centre brochure. A great deal of the factual information has already been prepared by Marketing Services staff.

(e) **Annual Report**

Layout and quotations were presented to the HECFI Executive Committee on May 11 by Mr. B. Conacher. OK&D awaiting full HECFI Board of Directors approval before proceeding further.

(f) **HECFI Corporate Folder**

Discussions have taken place with OK&D regarding cover. Annual Report cover is being considered as a possible folder front cover.

**II COPPS COLISEUM AND HAMILTON PLACE THEATRE
SPECIAL EVENT AD**

An ad highlighting Copps Coliseum and Hamilton Place Theatre major June attractions has been created in-house. The ad will run in the Toronto Star, St. Catharines Standard and Hamilton Spectator May 21 and May 28.

III COPPS COLISEUM MONTHLY NEWSLETTER

The new layout, developed in-house, has undergone revisions and should be ready for the July mailing.

IV HAMILTON PLACE THEATRE SHOW PROMOTIONS

A great deal of time has been spent working with promoters and managers with respect to the Nana Mouskouri, Statlers, Sesame Street, Anne Murray, Dionne Warwick, Howie Mandel and Ronnie Hawkins engagements. "Presents" were negotiated with TV, radio and print media.

V WINDOW SALES BROCHURE FOR HAMILTON CONVENTION CENTRE

In discussion with Mr. B. Penfold the effectiveness of the sales brochure was questioned and subsequently it was decided not to proceed with the printing.

VI SIGNAGE

After receiving proposals from Media Com, Gallop & Gallop and Mallcom Media and considering the creative and production problems plus the cost factor, Marketing Services is not prepared, at this time, to recommend Signage for Copps Coliseum or Hamilton Place Theatre event promotion.

VII RESEARCH

A proposal for a Hamilton Convention Centre study, presented by Hendershot Research Consultants, is currently being studied.

VIII TWO MAJOR NEWS CONFERENCES

Considerable time was spent in organizing the Ontario Gymnastic Federation and the Rotary Super Bingo press conferences at Copps Coliseum.

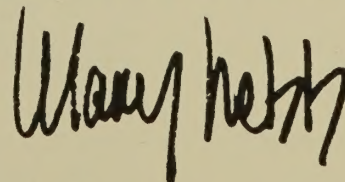
IX COPPS COLISEUM TOUR - MAY 21, 1988

As part of the Tourism Awareness Week, the public has been invited to tour Copps Coliseum, May 21, 1988.

X THIRD MARKETING SERVICES CO-ORDINATOR

David Watkins, previously with the Toronto Argonauts as Director of Public Relations, joins the HECFI Marketing Services staff on May 24, 1988. A graduate in Applied Arts (radio and television) from Ryerson Polytechnical Institute, he is the son of the late Joe Watkins, veteran sports writer for the Hamilton Spectator.

Respectfully submitted,



MW:mgm

Mary Webb,
Manager of Marketing Services.

SIXTH

During the past several months, the Bureau has received information from various sources regarding the activities of the Communist Party, U.S.A., in the United States. This information has been obtained from confidential informants, informants, and other sources. The information has been classified as "Secret" and is being furnished to you for your information.

SEVENTH

The information received from the above sources indicates that the Communist Party, U.S.A., is continuing its activities in the United States. The information also indicates that the Communist Party, U.S.A., is attempting to recruit new members and to expand its activities. This information is being furnished to you for your information.

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THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

FOUR MONTH PERIOD ENDED APRIL 30, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser, Director of Finance
and Administration

FROM

Name & Title

DATE May 18, 1988

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: BOARD ☐

(OR)

ALL
Committee

☒

Subject

Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and four month period ended April 30, 1988 were \$94,845 and \$431,046, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of April, 1988</u>	<u>For The Four Month Period Ended Apr. 30, 1988</u>
Hamilton Convention Centre	\$ 82,033	\$141,212
Hamilton Place Theatre	(39,864)	(56,667)
Copps Coliseum	36,756	201,550
Corporate	15,920	144,951
HECFI Total	<u>\$ 94,845</u>	<u>\$431,046</u>

An analysis of HECFI's revenue performance for the month and four month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>A Comparison Of Actual With Budgeted Revenue For The Month of Apr., 1988</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 286,743	\$182,000	\$104,743	57.6%
Hamilton Place Theatre	124,696	160,000	(35,304)	(22.1%)
Copps Coliseum	144,144	91,680	52,464	57.2%
Corporate	35,947	34,613	1,334	3.9%
HECFI Total	<u>\$ 591,530</u>	<u>\$468,293</u>	<u>\$123,237</u>	<u>26.3%</u>

**A Comparison Of 1988
Actual With 1987
Actual Revenue For
The Month of Apr.**

	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over 1987 Percentage</u>
Hamilton Convention Centre	\$ 286,743	\$220,447	\$ 66,296	30.1%
Hamilton Place Theatre	124,696	137,600	(12,904)	(9.4%)
Copps Coliseum	144,144	111,774	32,370	29.0%
Corporate	35,947	28,897	7,050	24.4%
HECFI Total	<u>\$ 591,530</u>	<u>\$498,718</u>	<u>\$ 92,812</u>	<u>18.6%</u>

**A Comparison Of Actual
With Budgeted Revenue
For The Four Month Period
Ended Apr. 30, 1988**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over Budget Percentage</u>
Hamilton Convention Centre	\$ 809,885	\$ 708,000	\$ 101,885	14.4%
Hamilton Place Theatre	419,989	580,000	(160,011)	(27.6%)
Copps Coliseum	893,274	686,650	206,624	30.1%
Corporate	220,908	194,482	26,426	13.6%
HECFI Total	<u>\$2,344,056</u>	<u>\$2,169,132</u>	<u>\$ 174,924</u>	<u>8.1%</u>

**A Comparison Of 1988
Actual With 1987 Actual
Revenue For The Four Month
Period Ended Apr. 30**

	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over 1987 Percentage</u>
Hamilton Convention Centre	\$ 809,885	\$ 765,314	\$ 44,571	5.8%
Hamilton Place Theatre	419,989	492,179	(72,190)	(14.7%)
Copps Coliseum	893,274	634,206	259,068	40.8%
Corporate	220,908	193,718	27,190	14.0%
HECFI Total	<u>\$2,344,056</u>	<u>\$2,085,417</u>	<u>\$ 258,639</u>	<u>12.4%</u>

Hamilton Convention Centre

The Convention Centre realized for the month of April and the four month period ended April 30, 1988 budgetary surpluses of approximately \$82,033 and \$141,212, respectively.

The budgetary surplus of \$82,033 for the month arose primarily due to revenue exceeding that budgeted by \$104,743 or 57.6%.

The budgetary surplus of \$141,212 for the four month period ended April 30, 1988 arose due to a combination of revenue exceeding that budgeted by \$101,885 or 14.4% while expenditures were \$39,327 or 4.1% below that budgeted.

Hamilton Place Theatre

For the month of April and the four month period ended April 30, 1988, Hamilton Place Theatre realized budgetary deficits of approximately \$39,864 and \$56,667.

The budgetary deficits for the month and four month period arose primarily due to the following:

- (i) the number of performances realized for the Great Hall were under that projected for the month and four month period by 9 and 20 performances, respectively; and
- (ii) losses of \$17,944 for the month and \$33,704 for the four month period were realized on three promoted/co-promoted events in the Great Hall.

Copps Coliseum

Copps Coliseum realized for the month of April and the four month period ended April 30, 1988 budgetary surpluses of approximately \$36,756 and \$201,550, respectively.

The budgetary surplus of \$36,756 for the month arose primarily due to revenue exceeding that budgeted by \$52,464 or 57.2%.

The revenue budget for April was based on 6 events/performances of which 10 were realized.

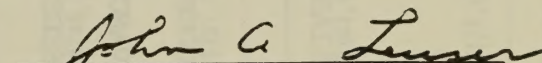
The budgetary surplus of \$201,550 for the four month period arose due to a combination of revenue exceeding that budgeted by \$206,624 or 30.1% while expenditures with the increased level of activity were only \$5,074 or 0.8% above that budgeted for the period.

The revenue budget for the four month period was based on 51 events/performances of which 62 were realized.

Corporate

For the month of April and the four month period ended April 30, 1988, the Corporate Department realized budgetary surpluses of approximately \$15,920 and \$144,951, respectively.

The surplus for the month arose from below budget Marketing expenditures while the year-to-date surplus arose from two factors -- below budget Marketing expenditures and a surplus being realized from the Box Office Operation.


John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT APRIL 30, 1988

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$354,838
ACCOUNTS RECEIVABLE	\$607,251	ADVANCE TICKET SALES AND DEPOSITS	\$764,839
PREPAIDS	\$33,024	UNREDEEMED GIFT CERTIFICATES	\$99,780
INVENTORIES	\$75,173	TOTAL CURRENT LIABILITIES	\$1,219,457
DUE FROM CITY OF HAMILTON	\$522,509	RESERVES	\$35,000
TOTAL ASSETS	\$1,254,457	TOTAL LIABILITIES AND RESERVES	\$1,254,457

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONSOLIDATED									
	CONVENTION CENTRE		HAMILTON PLACE		CORPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)			
	The Four Month Period Ended April 30 1988	Budget	The Four Month Period Ended April 30 1988	Budget	The Four Month Period Ended April 30 1988	Budget	The Four Month Period Ended April 30 1988	Budget	Actual	The Four Month Period Ended April 30 1987
Revenue	\$708,000	\$809,885	\$580,000	\$419,989	\$686,650	\$893,274	\$194,482	\$220,908	\$2,169,132	\$2,344,056
Expenditures	\$948,227	\$908,900	\$759,970	\$656,626	\$663,574	\$668,648	\$585,503	\$466,978	\$2,957,274	\$2,701,152
Excess of Expenditures Over Revenue										
From Operations	\$240,227	\$99,015	\$179,970	\$236,637	(\$23,076)	(\$224,626)	\$391,021	\$246,070	\$788,142	\$357,096
Contribution from the City of Hamilton	\$240,227	\$240,227	\$179,970	\$179,970	(\$23,076)	(\$23,076)	\$391,021	\$391,021	\$788,142	\$788,142
Budgetary Surplus(Deficit) @ April 30		\$141,212		(\$56,667)		\$201,550		\$144,951	\$431,046	\$339,592
LESS Budgetary Surplus(Deficit) @ March 31		\$59,179		(\$16,803)		\$164,794		\$129,031	\$336,201	\$317,411
Budgetary Surplus Increase(Decrease) Over Previous Month		\$82,033		(\$39,864)		\$36,756		\$15,920	\$94,845	\$22,181

(1) Includes \$49,000 of the 1987 operating surplus carried forward to 1988.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating	
	Operating Results For		Operating Results For		Results For	
	The Month of April 1988	The Four Month Period Ended April 30 1988	The Month of April 1988	The Four Month Period Ended April 30 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Four Month Period Ended April 30 1987
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTALS AND LICENCE FEES	\$387,100	\$26,710	\$43,564	\$156,443	40.4%	\$152,517
OTHER RENTALS	21,000	1,449	1,776	7,420	35.3%	7,548
FOOD AND BEVERAGE SALES	2,079,500	143,434	224,338	595,133	28.6%	563,612
RECOVERIES	82,000	5,657	11,648	29,012	35.4%	27,963
OTHER REVENUE	62,400	4,750	5,417	21,877	35.1%	13,674
	\$2,632,000	\$182,000	\$286,743	\$809,885	30.8%	\$765,314
EXPENDITURES						
ADMINISTRATION	\$319,690	\$26,690	\$24,890	\$99,387	31.1%	\$103,254
BUILDING MAINTENANCE	385,590	31,445	22,465	101,099	26.2%	113,707
OPERATIONS	105,180	8,687	8,578	31,749	30.2%	28,080
SECURITY	107,000	8,189	8,092	33,970	31.7%	32,311
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	10,965	10,310	41,130	32.2%	37,237
FOOD AND BEVERAGE - KITCHEN	853,040	62,259	81,764	245,025	28.7%	242,328
FOOD AND BEVERAGE - BANQUET	932,950	68,489	88,093	278,122	29.8%	249,602
MACNAB ARMS	0	0	0	0	0.0%	4,619
MARKETING	266,490	22,930	18,172	78,418	29.4%	83352
	\$3,097,620	\$239,654	\$262,364	\$908,900	29.3%	\$894,490
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$465,620	\$57,654	(\$24,379)	\$99,015	21.3%	\$129,176

NOTE: The revenue and expenditure detail on the above balances is available upon request.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For			Actual Operating Results For
	The Month of April 1988	The Four Month Period Ended April 30 1988	The Month of April 1988	The Four Month Period Ended April 30 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Four Month Period Ended April 30 1987	
Annual 1988 Budget	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$335,000	\$36,254	\$123,308	\$12,006	\$74,456	22.2%	\$72,243
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	8,167	26,528	(884)	17,574	28.8%	13,201
OTHER RENTALS	77,950	6,494	25,974	4,844	21,084	27.0%	20,197
FOOD AND BEVERAGE SALES	156,400	14,857	53,796	13,020	43,289	27.7%	37,689
RECOVERIES	964,750	87,705	323,529	92,963	245,422	25.4%	325,829
OTHER REVENUE	88,100	6,523	26,865	2,747	18,164	20.6%	23,020
	\$1,683,200	\$160,000	\$580,000	\$124,696	\$419,989	25.0%	\$492,179
EXPENDITURES							
ADMINISTRATION	\$426,250	\$33,777	\$144,246	\$38,750	\$138,475	32.5%	\$126,460
MAINTENANCE	267,090	22,455	89,189	25,790	91,619	34.3%	86,304
MEETING ROOMS	4,800	400	1,600	317	347	7.2%	1,324
FRONT OF HOUSE	142,280	13,223	48,664	10,263	37,774	26.5%	33,396
OPERATION - SPECIFIC SHOW EXPENSES	782,610	70,743	261,188	75,039	199,688	25.5%	270,208
SECURITY	62,600	5,668	21,270	6,166	18,843	30.1%	18,269
STAGE - PROPERTY	337,260	28,208	112,494	29,186	108,986	32.3%	99,712
SHOW PROMOTIONS	124,880	11,606	42,722	10,301	40,234	32.2%	49,074
BEVERAGE AND CATERING SERVICE	112,220	10,658	38,597	5,486	20,560	18.4%	27,694
	\$2,259,990	\$196,738	\$759,970	\$201,298	\$656,626	29.1%	\$712,441
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$576,790	\$36,738	\$179,970	\$76,602	\$236,637	41.0%	\$220,262

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For
	The Month of April 1988	The Four Month Period Ended April 30 1988	The Month of April 1988	The Four Month Period Ended April 30 1988		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTAL, LICENCE FEES AND						
SHOW REVENUES	\$724,000	\$29,500	\$69,779	\$431,647	59.6%	\$327,886
OTHER RENTALS	205,500	14,000	5,507	20,297	9.9%	8,373
FOOD AND BEVERAGE						
CONCESSIONS	300,000	16,000	25,017	192,161	64.1%	134,876
RECOVERIES	453,800	30,080	37,424	210,027	46.3%	150,622
OTHER REVENUE	38,100	2,100	5,417	39,142	102.7%	12,449
	\$1,721,400	\$91,680	\$144,144	\$893,274	51.9%	\$634,206
EXPENDITURES						
ADMINISTRATION	\$351,830	\$28,844	\$31,389	\$111,395	31.7%	\$108,916
MAINTENANCE	570,500	38,546	46,096	219,344	38.4%	170,577
EVENT PLANNING/OPERATIONS	520,440	39,304	41,910	185,422	35.6%	141,246
HAUSE PAYROLL	94,300	5,308	9,764	48,102	51.0%	31,357
SECURITY	198,920	14,727	15,182	77,660	39.0%	64,479
SOUVENIRS	0	0	325	525	0.0%	0
MARKETING	91,080	8,636	6,407	26,200	28.8%	28,407
	\$1,827,070	\$135,365	\$151,073	\$668,648	36.6%	\$544,982
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$105,670	\$43,685	\$6,929	(\$224,626)	0.0%	(\$89,224)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted			Actual		Percentage of Total 1988 Annual Budget Spent or Achieved	Actual Operating Results For
	The Annual 1988 Budget	The Month of April 1988	The Four Month Period Ended April 30 1988	The Month of April 1988	The Four Month Period Ended April 30 1988		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
BOX OFFICE REVENUE	\$423,000	\$29,530	\$174,149	\$30,947	\$200,908	47.5%	\$172,718
OTHER REVENUE	61,000	5,083	20,333	5,000	20,000	32.8%	21,000
	\$484,000	\$34,613	\$194,482	\$35,947	\$220,908	45.6%	\$193,718
EXPENDITURES							
ADMINISTRATION	\$709,540	\$58,334	\$238,685	\$61,781	\$218,108	30.7%	\$230,141
MARKETING	636,290	56,410	184,990	35,977	103,166	16.2%	65,254
BOX OFFICE	436,050	33,494	161,828	35,894	145,704	33.4%	130,854
	\$1,781,880	\$148,238	\$585,503	\$133,652	\$466,978	26.2%	\$426,249
EXCESS OF EXPENDITURES OVER REVENUES							
FROM OPERATIONS	\$1,297,880	\$113,625	\$391,021	\$97,705	\$246,070	19.0%	\$232,531

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE FOUR MONTH

PERIOD ENDED APRIL 30, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration

Name & Title

DATE May 18, 1988

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: B O A R D ☐

(OR)

Copps Coliseum & HECFI Executive
Committee

☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant
(C.U.P.) for the Four Month Period Ended April 30, 1988.

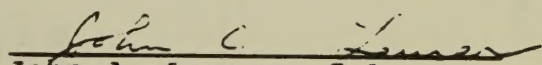
COMMENTS

The budgetary surpluses for the month and four month period ended
April 30, 1988 is approximately \$17,353 and \$24,504,
respectively.

The surplus of \$17,353 for the month arose primarily due to
energy costs being under-budget by \$15,829. This reversed the
overall trend of the previous months of January to March, 1988
which had energy costs exceeding that budgeted.

The year-to-date surplus of \$24,504 arose due to:

- (i) salary, wage and benefit cost savings of approximately
\$28,608 resulting from position vacancies in the department
and reduced overtime costs for Local 772 employees; and
- (ii) workers compensation costs being under-budget by \$9,973.


John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Budgeted			Actual			Actual Operating Results For	The Four Month Period Ended April 30 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Four Month Period Ended April 30 1987
	Annual 1988 Budget	The Month of April 1988	The Four Month Period Ended of April 1988	The Month of April 1988	The Four Month Period Ended April 1988	Operating Results For				
(1)	(2)	(3)	(4)	(5)	(6)	(7)				
EXPENDITURES										
OPERATIONS	\$871,000	\$72,581	\$290,328	\$77,177	\$264,737	30.4%	\$224,733			
RECOVERY FROM USERS	(573,000)	(43,408)	(180,018)	(46,161)	(205,039)	35.8%	(187,314)			
MAINTENANCE	397,970	33,162	132,644	30,181	118,436	29.8%	123,029			
CITY HALL	220,500	20,019	59,050	16,179	67,893	30.8%	59,959			
HAMILTON CENTRAL LIBRARY	250,640	22,711	85,306	18,743	89,302	35.6%	85,728			
HAMILTON FARMERS MARKET	34,320	3,120	11,703	2,501	11,993	34.9%	11,433			
HAMILTON CONVENTION CENTRE	263,310	20,047	92,491	17,487	91,837	34.9%	92,418			
HAMILTON PLACE	250,050	22,858	100,130	14,670	99,394	39.7%	89,255			
COPPS COLISEUM	302,250	20,453	103,633	26,099	117,168	38.8%	97,032			
PEDESTRIAN ARCADE/OVERPASS	48,000	4,128	17,054	2,660	13,744	28.6%	15,295			
ONTARIO GOVERNMENT BUILDING	204,850	15,512	63,958	14,002	69,237	33.8%	65,699			
PARKING AUTHORITY - UNDERGROUND	90,000	7,843	30,512	7,263	40,170	44.6%	31,876			
ART GALLERY	108,600	7,027	31,975	7,899	35,390	32.6%	33,598			
EXPENDITURES TOTAL										
	\$2,468,490	\$206,053	\$838,766	\$188,700	\$814,262	33.0%	\$742,741			
MUNICIPAL CONTRIBUTION										
	\$2,468,490	\$206,053	\$838,766	\$206,053	\$838,766	34.0%	\$903,634			
BUDGETARY SURPLUS (DEFICIT)										
	\$0	\$0	\$0	\$17,353	\$24,504	-	\$160,893			

NOTE: The expenditures detail on the above balances is available upon request.

5.1.1 Executive Committee Minutes of May 11, 1988

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

May 11, 1988

10:30 a.m.

Hamilton Room

REGULAR SESSION

PRESENT: Ald. B. Hinkley, Chairman
Mr. W. McFarland, Vice-Chairman
Mayor R. Morrow
Ald. J. Gallagher
Mr. S. Cino
Ald. T. Murray
Mr. T. Yates

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. B. Calder
Mr. W. Penfold
Mr. S. Dockman
Mr. T. Burrows
Mrs. Joan Mills, Secretary

GUESTS: Mr. D. Beattie
Mr. N. Levitt

MEDIA: Mr. Bob Ireland, CHCH TV

1. Chairman's Remarks

The Chairman welcomed everyone present and the meeting was called to order, commencing at 10:35 a.m. The Chairman wished to address the item relative to the Display Advertising in Copps Coliseum, and the joint meeting of the Copps Coliseum Committee and the Executive Committee commenced.

2. Display Advertising in Copps Coliseum

Following a brief overview of the item by Mr. Brian K. Conacher, the Committee Members from the Copps Coliseum Committee and the Executive Committee toured the building in order to ascertain suitable and acceptable locations for display advertising. Following the tour, it was

MOVED by Mr. McFarland, seconded by Mr. Yates

THAT THE FOLLOWING LOCATIONS ARE ACCEPTABLE FOR
DISPLAY ADVERTISING IN COPPS COLISEUM:

ARENA SEATING AREA

- ON CONCRETE FACIA BETWEEN LOWER AND UPPER DECKS
IN ARENA SEATING AREA (MAXIMUM 18 LOCATIONS)
- ON CONCRETE FACIA UNDER SOUND & LIGHT CONTROL
BOOTH AT WEST END OF ARENA SEATING AREA
- ON TOP OF SCOREBOARD/CLOCK (4 SIDES)*

*FUTURE NHL TEAM MAY WANT THIS SPACE, SO NEED
TO MAKE SURE ANY ADVERTISING CONTRACT PROTECTS
THIS POSSIBILITY.

MAIN CONCOURSE

- ABOVE FOOD & BEVERAGE CONCESSION BOOTHS (11
LOCATIONS)
- ON COLOUR BAND/WALLS ABOVE EXIT STAIRWELLS TO
YORK BOULEVARD (APPROXIMATELY 10 LOCATIONS)
- ABOVE EXIT STAIRWELLS LEAVING TO MAIN LOBBY ON
BAY STREET (APPROXIMATELY 6 LOCATIONS)
- ABOVE ENTRANCE/EXIT DOORS IN LOBBY AREA TO
JACKSON SQUARE PLAZA LEVEL (APPROXIMATELY 4
LOCATIONS)

STREET LEVEL

- ON CONCRETE WALLS BESIDE COPPS COLISEUM BOX OFFICE (APPROXIMATELY 3 LOCATIONS)

OUTSIDE COPPS COLISEUM

- ON TOP OF COPPS COLISEUM ELECTRONIC MESSAGE CENTRE PYLON (3 LOCATIONS)

MOTION CARRIED.

Following the tour of Copps Coliseum, the joint meeting was concluded and the Executive Committee meeting began (11:23 a.m.). The Chairman extended a welcome to those members of the Copps Coliseum Committee who wished to remain. Mr. Norm Levitt chose to remain.

3. Minutes of Previous Meeting

3.3 Amendment to Minutes of March 2, 1988

It was

MOVED by Mr. Cino, seconded by Ald. Gallagher

THAT THE APRIL 6, 1988 EXECUTIVE COMMITTEE REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

THAT THE MINUTES OF MARCH 2, 1988 BE AMENDED AS CIRCULATED.

MOTION CARRIED.

4. Business Arising from Minutes

4.1 Special Events Subsidy Fund - Method of Administration

Following review of Mr. Brian K. Conacher, Managing Director/CEO's memorandum dated March 28, 1988, it was

MOVED by Mr. Yates, seconded by Mr. Cino

1. THAT THE FINAL APPROVAL/REJECTION OF ALL REQUESTS FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND BE THE RESPONSIBILITY OF THE HECFI EXECUTIVE COMMITTEE;

2. THAT ALL REQUESTS FOR SUBSIDIZATION UNDER THE HECFI SPECIAL EVENTS SUBSIDY FUND MUST FOLLOW THE HECFI SPECIAL EVENTS SUBSIDY FUND GUIDELINES AND PROCEDURES AND THOSE THAT DO NOT WILL NOT BE PROCESSED BY HECFI SENIOR MANAGEMENT UNLESS INSTRUCTED TO DO SO BY THE HECFI EXECUTIVE COMMITTEE; AND
3. THAT COMMITMENTS AGAINST THE HECFI SPECIAL EVENTS SUBSIDY FUND FOR FUTURE YEARS BE PERMISSABLE, SUBJECT TO THE APPROVAL OF THE HECFI EXECUTIVE COMMITTEE.

MOTION CARRIED.

4.2 Draft Policy with Respect to Alterations/
Revisions/Construction to HECFI Facilities

As requested by the HECFI Executive Committee and the HECFI Board of Directors, HECFI senior management developed the draft policy with respect to alterations/revisions/construction to HECFI Facilities.

Considerable discussion ensued in respect of whether City Council approval be required for alterations/revisions/construction to HECFI facilities. It was agreed that decisions to alter or renovate HECFI facilities should be made by the HECFI Board.

Alderman Hinkley advised that use of the Copps Coliseum Boardroom was to be discussed further at the Copps Coliseum Committee meeting.

It was

MOVED by Mr. Cino, seconded by Mr. Yates

THAT THE HECFI EXECUTIVE COMMITTEE RECOMMENDS THE FOLLOWING POLICY FOR APPROVAL BY THE HECFI BOARD:

"THAT ANY CONSTRUCTION/ALTERATIONS/RENOVATIONS TO A HECFI FACILITY WHICH WOULD CHANGE THE EXISTING USE OF THE SPACE MUST RECEIVE THE PRIOR APPROVAL OF THE RESPECTIVE FACILITY COMMITTEE AND THE HECFI BOARD OF DIRECTORS."

MOTION CARRIED.

4.3 Annual Report Layout

Mr. Brian K. Conacher provided the Committee with copies of Olynyk, King & Duda Advertising Inc.'s (OKD) quotation regarding the printing and production of HECFI's Annual Report. He advised that the minimum cost will be approximately \$23,000 for 1,000 copies with a four-colour outside and inside cover and black and white contents. Costs for OKD's time with respect to production of the layout, concept, photography, printing, etc. are shown on the quotation. Mr. John A. Leuser, Director of Finance and Administration, was asked to provide a method of financing at a later date. It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT 2,500 COPIES OF VERSION NO. 2 OF THE ANNUAL REPORT LAYOUT BE APPROVED, AT A MAXIMUM COST OF \$25,170.62; AND

THAT THE DIRECTOR OF FINANCE AND ADMINISTRATION RECOMMEND A METHOD OF FINANCING AT A FUTURE HECFI EXECUTIVE COMMITTEE MEETING.

MOTION CARRIED.

5. Director of Finance and Administration's Report

Mr. Leuser advised the Committee that the first quarter of 1988 was the best quarter ever for Copps Coliseum in the following categories:

- a) total revenue;
- b) the bottom line - total revenue less total expenditures;
- c) total number of performances; and
- d) attendance.

He continued, stating the month of March, 1988, was the second best month ever in terms of the bottom line, total number of performances and attendance. Alderman Murray suggested that the City's Executive Committee and City Council be apprised of this record financial results for Copps Coliseum. It was

MOVED by Mr. McFarland, seconded by Mr. Yates

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND
ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Marketing Services Report

Alderman Hinkley stated that the marketing services report was an excellent way to keep all the Committees and the Board informed and focused on the marketing function and ideas. Alderman Hinkley suggested that the window advertising at the Hamilton Convention Centre and pedestrian bridge could be utilized for promoting HECFI events prior to acquiring advertisers for the windows. It was

MOVED by Mr. Cino, seconded by Mr. Yates

THAT THE MARKETING SERVICES REPORT AS PREPARED BY
THE MANAGING DIRECTOR/CEO BE RECEIVED FOR
INFORMATION.

MOTION CARRIED.

7. Committee Reports -
Copp's Coliseum Committee
Hamilton Convention Centre Committee
Hamilton Place Committee

The Committee Reports were reviewed and received as information. It was

MOVED by Mr. Yates, seconded by Ald. Gallagher

THAT THE COMMITTEE REPORTS BE RECEIVED AS
INFORMATION.

MOTION CARRIED.

7.1 Method of Financing for the Supply and
Installation of Air Ductwork for the Retail/
Mall Corridor in Copps Coliseum

It was

MOVED by Mr. Yates, seconded by Ald. Gallagher

THAT THE COST TO SUPPLY AND INSTALL THE AIR DUCTWORK FOR THE RETAIL/MALL CORRIDOR IN COPPS COLISEUM, AT A TOTAL AMOUNT OF \$14,461.00, BE FINANCED FROM WORK IN PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32612, CONTRACTUAL SERVICES/MATERIALS.

NOTE: THE COPPS COLISEUM COMMITTEE, AT ITS MEETING OF APRIL 27, 1988, RECOMMENDED THAT THE QUOTATION SUBMITTED BY BEAVER ENGINEERING LIMITED TO SUPPLY AND INSTALL AIR DUCTWORK FOR THE RETAIL/MALL CORRIDOR IN THE TOTAL AMOUNT OF \$14,461.00 BE ACCEPTED, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

7.2 Capital Projects for the Hamilton
Convention Centre

It was

MOVED by Mr. Yates, seconded by Mr. McFarland

THAT THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL APPROVAL TO PROCEED WITH THE FOLLOWING CAPITAL PROJECTS AS PROVIDED FOR IN THE 1988 PORTION OF THE 1988 - 1992 CAPITAL BUDGET PROGRAMME FOR THE HAMILTON CONVENTION CENTRE, AND TO RECOMMEND THE METHOD OF FINANCING:

VARIOUS EQUIPMENT REPLACEMENTS	
AND ADDITIONS	\$ 53,000
CARPET REPLACEMENT	\$300,000
	<u>\$353,000</u>

NOTE: THESE CAPITAL PROJECTS WILL BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

MOTION CARRIED.

8. Consolidated Unaudited Operating Results
8.1 HECFI for the First Quarter ended
March 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the first quarter ended March 31, 1988. It was noted that HECFI's budgetary surplus for the month and first quarter was \$143,407 and \$336,201, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of March 1988</u>	<u>For The First Quarter Ended March 31/88</u>
Hamilton Convention Centre	\$ 11,723	\$ 59,179
Hamilton Place	\$ (29,625)	(16,803)
Copps Coliseum	\$ 89,170	164,794
Corporate	\$ 72,139	129,031
HECFI Total	<u>\$ 143,407</u>	<u>\$336,201</u>

It was

MOVED by Mr. S. Cino, seconded by Ald. Murray

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE FIRST QUARTER ENDED MARCH 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8.2 CUP for the First Quarter
Ended March 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the first quarter ended March 31, 1988. It was noted that the CUP's budgetary surpluses (deficits) for the month and first quarter are approximately (\$1,969.00) and \$7,151.00, respectively. It was

MOVED by Mr. Yates, seconded by Mr. Cino

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE FIRST QUARTER ENDED MARCH 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

9. Ambassador Awards Dinner

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE INFORMATION ITEM RELATIVE TO THE AMBASSADOR AWARDS DINNER BE RECEIVED AS INFORMATION.

MOTION CARRIED.

10. Motion to Move In-Camera

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE CONVENED. (12:20 p.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THAT THE APRIL 6, 1988 MINUTES BE ACCEPTED AS AMENDED.

THAT A PERMANENT FULL-TIME SENIOR ACCOUNTING CLERK FOR HECFI BE AUTHORIZED AND CLASSIFIED IN PAY GRADE LEVEL 11 WITH AN EXISTING SALARY RANGE OF \$25,322.44 TO \$29,778.32 PER ANNUM (1988 RATES); AND

THAT THE POSITION BE POSTED INTERNALLY BY THE COMMISSIONER OF HUMAN RESOURCES OF THE CITY/REGION AND IN THE EVENT THAT A SUITABLE CANDIDATE CAN NOT BE SELECTED FROM WITHIN HECFI AND ORGANIZATIONS OF THE CITY OF HAMILTON AND THE REGION, THAT THE COMMISSIONER OF HUMAN RESOURCES BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE.

NOTE: SUFFICIENT FUNDING IS AVAILABLE FOR THIS POSITION IN CORPORATE SALARY ACCOUNT NUMBER 8330-0101.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON APRIL 27, 1988 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE IN-CAMERA REPORT OF ITS MEETING ON APRIL 29, 1988 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON APRIL 28, 1988 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIRST QUARTER ENDED MARCH 31, 1988 FOR THE HAMILTON PLACE GREAT HALL AND STUDIO THEATRE, COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION.

THAT HECFI'S GRATUITY POLICY BE REAFFIRMED.

THAT THE DECISION OF THE EXECUTIVE COMMITTEE BE COMMUNICATED TO MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM, BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO.

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

MOTIONS CARRIED.

11. Adjournment

It was

MOVED by Mr. Yates seconded by Ald. Murray

THAT THE MEETING BE ADJOURNED. (1:05 p.m.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN BRIAN HINKLEY, CHAIRMAN

Mrs. Joan M. Mills, Secretary

5.2 Copps Coliseum Committee Fifth Report



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

1988 June 1

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF MAY 25, 1988**

The Copps Coliseum Committee presents its **FIFTH** Report and respectfully recommends the following:

1. Display Advertising In Copps Coliseum

That the HECFI Managing Director/CEO be given the flexibility to negotiate the best terms and conditions with one of the following three companies:

- POTENTIAL INC.
- CANADIAN CONTROLLED MEDIA COMMUNICATIONS
- CORE MEDIA INC.

to become the exclusive display advertising sales agents for Copps Coliseum display advertising for a term not to exceed three years.

NOTE: Documentation is attached.

**2. City Hall - Building Automation System, Honeywell Limited,
Change Order No. 1**

That the proposal submitted by Honeywell Limited, dated 1988 February 15 in the total amount of \$24,648.00 in response to Notice of Change issued by the Manager of Architectural Services, be approved, and that the contract amount be increased accordingly, and that the HECFI Executive Committee recommend the method of financing.

NOTE: Documentation is attached.

3. Central Utilities Plant - Major Overhaul and Inspection of Centravacs, Library/ Market - Trane Service Agency

That Trane Service Agency provide all labour and materials necessary to perform major overhaul and inspection of two (2) Centravacs located in the Library/Market complex at a total cost of \$39,271.00, be approved, and that the HECFI Executive Committee recommend the method of financing.

NOTE (i) : Sole supplier; service by manufacturers' representative.

NOTE (ii): Documentation is attached.

4. Copps Coliseum - Modifications to Mechanical Tower Roofing, Method of Financing

That the price of \$9,650.00 as submitted by Riddell Sheet Metal and Roofing Limited to install 160 lineal feet of metal fixation bar and Sarnafil membrane cover strip on each of the four mechanical tower rooms, be approved, and that the HECFI Executive Committee recommend the method of financing for modifications to the mechanical tower roofing system at Copps Coliseum.

NOTE: Documentation is attached.

5. Use of Private Box by Latvian Dance Group

That a report be prepared by Messrs. Conacher and Crane on the designated use of the fifty (50) complimentary tickets which are available under the Copps Coliseum Standard Licence Agreement for the past twelve (12) months.

NOTE: The Managing Director/CEO, HECFI advised the committee that Mr. Gabe Macaluso has requested and been granted the use of two (2) private boxes for the Bill Cosby show to be used by a Latvian Dance Group. Mr. Macaluso has since then requested that the tickets for the box seats be made available without charge. Messrs. Gallagher and McFarland suggested that the tickets be taken from the 50 complimentary tickets that are allotted to the facility for each event.

The following are for information only:

1. HECFI Board/Conference Room in Copps Coliseum

That option #1 "leave it as is (prior to the wall) and use the space as a combination Conference/Meeting Room and V.I.P. reception area" in the report submitted by Mr. Brian K. Conacher, Managing Director/CEO, HECFI, dated 1988 May 3, be accepted.

The Chairman called a vote to determine the future use of the HECFI Boardroom.

The vote was 3 for, and 3 against option #1.

NOTE (i) : Messrs. Levitt, Beattie, and Gallagher in favour of option #1.
Messrs. Hinkley, McFarland, and Murray opposed to option #1.

NOTE (ii) : The motion was lost on a tie vote.

NOTE (iii): Documentation is attached.

2. Anticipated Use Of The Undeveloped Space Adjacent To The Telephone Room

That the report submitted by Mr. John T. Crane, Director, Copps Coliseum, dated 1988 May 19, entitled Copps Coliseum-Anticipated Use Of Undeveloped Space Located Adjacent To The Telephone Room, be received for information.

NOTE: Documentation is attached.

3. Copps Coliseum - Plaque To Acknowledge Corporate And Individual Donations To Copps Coliseum

That the matter respecting the plaque to acknowledge corporate and individual donations to Copps Coliseum, be referred back to staff to clarify the titles used to describe those donors listed on the plaque and locations be suggested to display the plaque.

NOTE: Documentation is attached.

4. Status Report on Confirmed Events/Performances at Copps Coliseum - June 1988 - September 1988

That the Status Report on Confirmed Events/Performances at Copps Coliseum, June 1988 - September 1988, be received for information.

NOTE: Documentation is attached.

5. Marketing Services Report - May 1988

That the Marketing Services Report - May 1988, be received for information.

NOTE: Documentation is attached.

6. Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1988

That the Consolidated Unaudited Operating Results for HECFI for the Four Month Period Ended April 30, 1988, be received for information.

7. Unaudited Operating Results for The Central Utilities Plant for the Four Month Period Ended April 30, 1988

That the Unaudited Operating Results for The Central Utilities Plant for the Four Month Period Ended April 30, 1988, be received for information.

8. Liquor Licence in Copps Coliseum

The Director of Copps Coliseum advised that he has recently talked to Mr. Jim Bell, Executive Assistant to Ms. Shirley Collins, M.P.P., Wentworth East, and he will ensure that a meeting is arranged to discuss this matter. He will report to the committee following the meeting with Mr. Bell.

NOTE: Documentation is attached.

9. Report by the Director of Copps Coliseum

That the verbal report by the Director of Copps Coliseum be received for information.

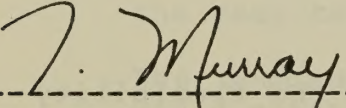
10. Spectator Indoor Games

The Director of Finance and Administration advised that no monies have been given to the Spectator Indoor Games.

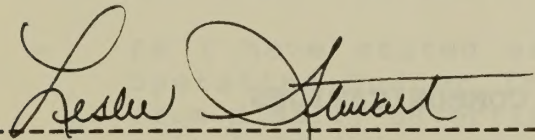
11. Club Lounge - Copps Coliseum

Staff advised the committee that work is presently being carried out in the Club Lounge and that upon completion, the space is available to sell food and beverage. It was mentioned that the operation may be a joint venture between Copps Coliseum and Volume Concession Services Inc.

Respectfully submitted,



Alderman T. Murray, Chairman



Leslee Stewart, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **COPPS COLISEUM COMMITTEE**

FROM: Brian K. Conacher
Managing Director/CEO

DATE: May 25, 1988

SUBJECT: **DISPLAY ADVERTISING IN COPPS COLISEUM**

RECOMMENDATION:

That the HECFI Managing Director/CEO be given the flexibility to negotiate the best terms and conditions with one of the following three companies:

- **POTENTIAL INC.**
- **CANADIAN CONTROLLED MEDIA COMMUNICATIONS**
- **CORE MEDIA INC.**

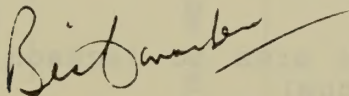
to become the exclusive display advertising sales agents for Copps Coliseum display advertising for a term not to exceed three years.

BACKGROUND:

- At the HECFI Board of Directors meeting May 20, 1988 the suitable and acceptable display advertising locations in Copps Coliseum were approved (see attached SCHEDULE "A").
- The determination of the suitable and acceptable display advertising locations in Copps Coliseum completes the initial step in the development of a display advertising program for Copps Coliseum.
- The next step is to select a company to act as HECFI's exclusive display advertising sales agent.

- Three (3) companies have toured/surveyed Copps Coliseum and have submitted proposals (see attached SCHEDULE "B") to become HECFI's exclusive display advertising sales agents:
 - **POTENTIAL INC.**
 - **CANADIAN CONTROLLED MEDIA COMMUNICATIONS**
 - **CORE MEDIA INC.**
- It is proposed in selecting the best of these three companies to represent HECFI that some terms and conditions from all three proposals may be negotiated into the final Agreement.
- I feel that I can negotiate a better deal for HECFI if I am given some flexibility to select the best company and the best terms and conditions.
- The company that I would select and the deal that I would negotiate will be subject to the final approval of the COPPS COLISEUM COMMITTEE.
- As I have stated earlier, in the 1988 Copps Coliseum Operating Budget it is projected to generate **\$50,000.** from display advertising revenue in Copps Coliseum. If this budgeted revenue is to be attained, time is of the essence in getting the display advertising program underway.

Respectfully submitted,



Brian K. Conacher
Managing Director/CEO

Attachments



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

SCHEDULE "A"

DISPLAY ADVERTISING LOCATIONS IN COPPS COLISEUM

ARENA SEATING AREA

- On concrete fascia between Lower and Upper Decks in arena seating area (maximum 18 locations)
- On concrete fascia under Sound & Light Control Booth at West end of arena seating area.
- On top of Scoreboard/Clock (4 sides)*

***Future NHL team may want this space, so need to make sure any Advertising Contract protects this possibility.**

MAIN CONCOURSE

- Above Food & Beverage concession booths (11 locations)
- On colour band/walls above Exit stairwells to York Boulevard (approximately 10 locations)
- Above Exit stairwells leaving to Main Lobby on Bay Street (approximately 6 locations)
- Above Entrance/Exit doors in Lobby area to Jackson Square Plaza level (approximately 4 locations)

STREET LEVEL

- On concrete walls beside Copps Coliseum Box Office (approximately 3 locations)

OUTSIDE COPPS COLISEUM

- On top of Copps Coliseum electronic message centre pylon (3 locations)



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

DISPLAY ADVERTISING PROPOSALS FOR COPPS COLISEUM

CONFIDENTIAL

TERMS & CONDITIONS

CORE MEDIA INC.

**CANADIAN CONTROLLED
MEDIA COMMUNICATIONS**

POTENTIAL INC.

Experience

Maple Leaf Gardens
Exhibition Stadium
Montreal Forum
Metro Toronto
Convention Centre

Winnipeg Arena
Calgary Saddledome
Toronto SkyDome
Toronto Blue Jays
program

Northlands Coliseum
B.C. Place
Olympic Stadium
Quebec Colisee
Winnipeg Arena
Montreal Forum
Montreal Expos
Tacoma Dome

Term

minimum five (5) years,
plus five (5) more if
NHL team comes into
Copps Coliseum

minimum one (1) year,
renewable year by year
up to five (5) years
subject to attained
annual sales levels

minimum three (3) years

Exclusivity

want "exclusivity", but
will negotiate

want "exclusivity"

want "exclusivity"

CONFIDENTIAL

TERMS & CONDITIONS

CORE MEDIA INC.

**CANADIAN CONTROLLED
MEDIA COMMUNICATIONS**

POTENTIAL INC.

Payment

want 20% commission on
net annual sales
(need to define "net")

want 25% commission on
gross annual sales for
1st year; want 20%
commission on gross annual
for additional years,
renewals, extensions, etc.

want 20% commission on
gross annual sales
(need to define "gross")

Equipment Costs

Copps Coliseum pays, or
they will pay and deduct

Copps Coliseum pays

Copps Coliseum pays

Promotional Material

CORE would pay for some
material; however, Copps
Coliseum would pay for
most of it

CCMC would pay for some
material preparation;
however, Copps Coliseum
would pay for all
production costs

Copps Coliseum to pay for
all material

**Basic Marketing
Strategy**

prepared to begin with
PHASE 1, but only as part
of a long term phase-by-
phase approach for all
opportunities in Copps
Coliseum

prepared to begin with
PHASE 1, but only as part
of a long term phase-by-
phase approach for all
opportunities in Copps
Coliseum

only prepared to do project
if all opportunities are
determined initially so that
they can "package"
opportunities



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

CONFIDENTIAL

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel 416 527-7900

April 1988

DISPLAY ADVERTISING IN COPPS COLISEUM

Summary of Proposal: CORE MEDIA INC.

- Experience: Exhibition Stadium, Maple Leaf Gardens, Montreal Forum, Metro Toronto Convention Centre.
- Interested in doing PHASE 1 (12 panels), but only as part of additional display advertising opportunities being made available in other areas of Copps Coliseum.
- CORE will provide Copps Coliseum with following services:
 - assist in determining locations and determine rates (subject to HECFI's approval)
 - ? would provide rate cards at its expense
 - collect and provide all information and material for panels
 - prepare written sales reports, summary statements, sales analyses, etc.
- CORE would like to be "exclusive" sales agents but not absolutely necessary.
- ? CORE want to receive 20% of net advertising sold per year.
- Term for five (5) years (plus an extension for five (5) years starting when an NHL franchise starts playing out of Copps Coliseum.

Note: Copps Coliseum not interested REVENUE SHARERS proposal for consideration.



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

CONFIDENTIAL

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

April 1988

DISPLAY ADVERTISING IN COPPS COLISEUM

**Summary of Proposal: CANADIAN CONTROLLED
MEDIA COMMUNICATIONS**

- Experience: Winnipeg Arena, Calgary Saddledome, Toronto SkyDome, Toronto Blue Jays program.
- Interested in doing PHASE 1 (12 panels), but only as part of a long term phase by phase approach for other areas of Copps Coliseum.
- CCMC will provide Copps Coliseum with following personnel working on account:
 - MR. CLIFF KIVELL, GENERAL MANAGER
 - 4 sales representatives
 - access to in-house production and design department for signage design and placement and advertisers information
 - marketing/promotions department to assist in creating and producing campaign support material
- CCMC want "exclusive" rights for Copps Coliseum.
- CCMC will submit monthly sales call reports.
- Advertisers contracts not less than one (1) year or more than three (3) years.
- Copps Coliseum at its sole expense will provide, install, maintain and operate signage.
- CCMC at its sole expense will supply advertisers copy (to be charged back to contracted advertisers).
- * - CCMC at its sole expense will provide the expertise and services necessary to design, write, assemble a market or launch brochure and any subsequent brochures and/or advertising copy deemed necessary.

- ? - However, Copps Coliseum "at cost" must pay production costs (type, film, photo, print) to produce a quality launch ratecard brochure...estimate \$5,000.
- CCMC at its sole expense responsible for all costs of sales (postage, telephone, general supplies, travel, etc.), plus collection of revenues due.
- * - Term for one (1) year, subject to automatic renewal for additional one (1) year terms up to maximum of five (5) years if CCMC generates \$100,000. revenue in first year and in subsequent years an annual increase of \$50,000. per year.
- CCMC want to receive either (a) or (b) as consideration:

(a) 25% of all advertising revenues for 1st year of advertising contract and 20% of all advertising revenues for any additional years after the initial advertising contract (renewal, extension, annual basis).

(b) <u>Advertising Revenue</u>	<u>CCMC Commission</u>
\$ 0. - \$100,000.	20%
\$100,001. - \$125,000.	21%
\$125,001. - \$150,000.	22%
\$150,001. - \$175,000.	23%
\$175,001. - \$200,000.	24%
\$200,001. +	25%

on gross annual sales (retroactive to first dollar).

Note: This commission concept is not good because HECFI has no way of determining if revenue levels are reasonable (no rate card yet, or determination of revenue potential); 25% too high no matter what the gross annual revenue is.

- CCMC will maintain a Trust account for funds, and pay Copps Coliseum at such times as payments are due from advertisers; cash will flow on monthly basis.

Note: Copps Coliseum can maintain a Trust account for funds and reverse process of paying CCMC.

Summary of Proposal:

Canadian Controlled Media Communications

Page 3

- CCMC/Copps Coliseum both have rights to terminate.
- CCMC also do magazines for 13 of Canada's top Performing Arts Organizations.
- Need to jointly develop an Advertisers Contract which preserves right to increase prices when an NHL team comes into Copps Coliseum.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

CONFIDENTIAL

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

April 1988

DISPLAY ADVERTISING IN COPPS COLISEUM

Summary of Proposal: POTENTIAL INC.

- Experience: B. C. Place, Quebec Colisee, Northlands Coliseum, Tacoma Dome, Vancouver Trade & Convention Centre, Olympic Stadium, Montreal Expos.
- Not interested in doing PHASE 1 alone; want all display advertising opportunities to be determined at beginning so that they can market/sell packages of display advertising opportunities in Copps Coliseum.
- POTENTIAL will provide Copps Coliseum with following services:
 - identifying the properties and sponsorship opportunities
 - package advertising opportunities to maximize revenue
 - develop the rate card
 - develop all collateral materials for the sales efforts
 - target our prospects
 - make sales presentations
 - close sales
 - annual reports, summaries and revenue forecasts, etc.
- POTENTIAL would be trying to negotiate three (3) to five (5) year agreements with advertisers, with clause to renegotiate the price when an NHL franchise comes to Copps Coliseum.
- POTENTIAL want to be the "exclusive" sales agents for display advertising in Copps Coliseum.
- POTENTIAL want to receive a 20% commission on the gross sales of advertising on an annual basis.
- Term for a minimum of three (3) years.

- POTENTIAL will take total responsibility of all aspects of advertising sales program.
- Copps Coliseum will have full responsibility for capital costs for display panels (including installation, operation, maintenance), cost of sales materials (brochures, ratecards, video-tapes, special client presentations, etc.), client entertaining at Copps Coliseum, administration of the program and all client billing and collection.
- Packaging of display advertising opportunities in Copps Coliseum is POTENTIAL's key sales strategy. They want all opportunities determined in Copps Coliseum and to be available, not just PHASE 1.
- POTENTIAL projects an annual revenue potential of \$400,000. to \$450,000. gross sales.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX

FOR INFORMATION:

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser
Mr. R. Roszell, City Solicitor's Department
Mr. P. Bachand, Treasury Department

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 May 16

SUBJECT: City Hall - Building Automation System, Honeywell
Limited, Change Order No. 1

RECOMMENDATION:

- That
- 1) The proposal submitted by Honeywell Limited, dated 1988 February 15 in the total amount of \$24,648.00 in response to Notice of Change issued by the Manager of Architectural Service, be accepted.
 - 2) The contract amount be increased accordingly.
 - 3) The HECFI Executive Committee recommend the method of financing.

M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND:

In response to Notice of Change No. 1, dated 1987 October 28 and issued by the Manager of Architectural Division, copy of same attached herein, a Proposal dated 1988 February 15 has been submitted by Honeywell Limited.

This proposal, in the total amount of \$24,648.00 incorporates changes and additions to the Building Automation System at City Hall.

Specifically;

- a) modify return air ducts for the two perimeter fan systems; install bypass ducts and motorized dampers so that outside air volume can be properly controlled when the building is occupied. When the building is not occupied, the bypass system will allow the fan systems to run on 100% recirculated air. This will reduce the volume of outside air which must be tempered during unoccupied hours thereby reducing heating and cooling loads. The proposed modification will add two control points and will require changes to the computer software programming.
- b) addition of twelve control points so as to allow for the monitoring and control of the new chiller which is scheduled to be installed in the Fall of 1988. It is more cost effective to perform this work at this time while the Building Automation System is being installed.

I am recommending that the Proposal as submitted by Honeywell Limited be accepted and that the negotiated Contract price be increased accordingly.

Sufficient funds are available within the Capital Budget Account No. 0408-A2-Energy Conservation, City Hall, to finance this work.

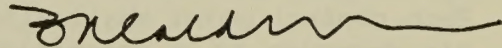
M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND (CONTINUED):

NOTE -

On 1988 April 12, City Council formally adopted Item 6 of the Eighth Report of the Executive Committee whereby responsibility for the City Hall Energy Conservation Programme was transferred from the Property Department, Architectural Division to the Hamilton Entertainment and Convention Facilities Inc. In accordance with this resolution, the Central Utilities Plant Division of HECFI now assumes responsibility for this programme and the projects currently underway and proposed.

Respectfully submitted,



per John T. Crane
Director
Copps Coliseum

attchm.

NOTICE OF CHANGE

R. MARTINIUK, Manager,
Architectural Division,
PROPERTY DEPARTMENT

JOB NO.: 86-024

CHANGE NO.: ONE

BUILDING: HAMILTON CITY HALL

DATE: October 28, 1987

LOCATION: 71 Main St. W., Hamilton, Ontario

ISSUED TO: Honeywell Limited

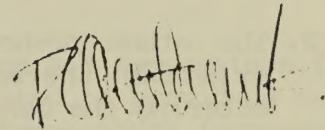
CONTRACTOR FOR Building Automation System, City Hall

You are hereby instructed, subject to the same terms and conditions as the original contract, to price the following changes:

1. Addition of two control points, one in the basement mechanical room (fan system one) and one in the eighth floor mechanical room (fan system five). Each control point shall allow the Delta 5200 computer to modulate control air pressure to a pneumatic damper motor in the new dehumidifier bypass duct. The new ductwork, dampers, damper motors and pneumatic lines from the dampers to the system control panels are to be installed under a separate contract.
2. Modification of the computer program to provide the control action described in the attached Description of Operation for the two perimeter air handling systems and for the secondary water temperature controls.
3. Addition of five control points, six analog indication points and two alarm points to the boiler room computer panel for a new chiller. Installation is to include ensuring that the boiler room panel has sufficient input/output terminals for the chiller and the necessary adjustments to the computer program so that the chiller can be operated and monitored remotely via the computer. The programming is to allow for any combination of one or two chillers to be run but never all three at the same time. Wiring from the boiler room computer panel to the new chiller is not included in this contract. The input/output points are to be as follows:
 - Control - 1 start/stop
 - 1 run status
 - 1 chilled water valve
 - 1 condenser water valve
 - 1 control point adjustment (chiller loading)
 - Analog Indication
 - 1 motor amps (single phase)
 - 2 supply water temperature
 - 2 return water temperature
 - 1 condenser pressure
 - Alarms
 - 1 condenser pressure
 - 1 common trouble

Distribution - Owner 1
- Contractor 2
- Inspector 1 ✓
- File 1

NOTE: This notice does not authorize price adjustment unless a change order is issued by the Architect



R. MARTINIUK, Manager,
Architectural Division,
Property Department



DESCRIPTION OF SYSTEM OPERATION

HAMILTON CITY HALL

GENERAL OPERATION

1. The electrode steam humidifiers are to be controlled by their existing return air humidistat and sail switches.
2. The steam preheat coils in each fan system are to be regulated by the existing thermostatic controls to prevent the temperature of the air entering the dehumidifiers from dropping below 45 deg. F.
3. When there is insufficient cooling load for the chiller the computer shall alert the operator. The operator will have the option of turning off the chiller (remotely) or adjusting the settings on the HVAC systems to create additional cooling loads.
4. When the chiller is not operating and the computer cannot maintain the temperature or humidity of the HVAC system return air below preset limits the computer shall alert the operator. The operator will have the option of turning on the chiller (remotely) and adjusting the load level or of letting the building conditions float.

INDUCTION SYSTEM S1

HEATING

Unoccupied Mode

1. Fans S1, S1A and R1 are turned off. Dampers D1, D2, D3, D4 and D5 are closed
2. Heated secondary water is circulated through the induction unit coils and the existing thermostatic control valves regulate the flow to maintain room temperature.

Warm Up Mode

1. Fans S1, S1A and R1 are turned on. Dampers D1, D2 and D5 remain closed. Dampers D3 and D4 open so that the system operates on 100% recirculation.
2. The main reheat coil steam valves are modulated to provide 100 deg. F. supply air until the return air temperature increases to 72 deg. F. The coils shall then be regulated to produce 60 deg. F. supply air thus allowing the induction unit control values to maintain the required room temperature in each zone.

Occupied Mode.

1. Fans S1, S1A and R1 are turned on. Damper D1 is open 50%, D2 is closed and D5 is regulated by the existing controls to maintain building pressure. Damper D3 is open while D4 is modulated to maintain the return air temperature at 72 deg. F.
2. Heated secondary water is circulated through the induction unit coils and the existing thermostatic control valves regulate the flow to maintain room temperature in each zone.
3. The steam reheat coils are turned off until the return air temperature falls to 70 deg. F. The reheat coils shall then be regulated to provide a supply air temperature of 100 deg. F. until the return air temperature increases to 72 deg. F. At this point the reheat coils are to be shut off.

COOLING

Unoccupied Mode

1. Fans S1 and S1A are turned off. Dampers D1, D2, D3, D4 and D5 are closed. Fan R1 is turned off unless required by system two as outlined in Interior Systems-Unoccupied Mode.

Cool Down Mode

1. Fans S1, S1A and R1 are turned on and the cooling coil is regulated to produce 45 deg. F. air. Damper D4 is modulated to maintain a return air temperature of 72 to 75 deg. F. while damper D5 is modulated by the existing building pressure controls.
2. If the outdoor air enthalpy is lower than the return air enthalpy then damper D1 and D2 are opened while damper D3 is closed. If the outdoor enthalpy is equal to or greater than the return air enthalpy then dampers D1 and D2 are closed while damper D3 is opened.

Occupied Mode

1. The occupied cooling mode is the same as the cool down mode except that damper D1 is open a minimum of fifty percent.

INDUCTION SYSTEM S5

HEATING

Unoccupied Mode

1. Fans S5, S5A and R4 are turned off. Dampers D1, D2, D3, D4 and D5 are closed.
2. Heated secondary water is circulated through the induction unit coils and the existing thermostatic control valves regulate the flow to maintain room temperature.

Warm Up Mode

1. Fans S5 and S5A are turned on but R4 left turned off. Dampers D1, D2 and D5 remain closed while D3 and D4 open to allow 100% air circulation.
2. The main reheat coil steam valves are modulated to provide 100 deg. F. supply air until the return air temperature increases to 72 deg. F. The coils shall then be regulated to produce 60 deg. F. supply air thus allowing the induction unit control valves to maintain the required room temperature in each zone.

Occupied Mode

1. Fans S5, S5A and R4 are turned on. Damper D1 is open 50%, D2 is closed and D5 is regulated by the existing controls to maintain building pressure. Damper D3 is open while D4 is modulated to maintain the return air temperature at 72 deg. F.
2. The steam reheat coils are turned off until the return air temperature falls to 70 deg. F. The reheat coils shall then be regulated to provide a supply air temperature of 100 deg. F. until the return air temperature increases to 72 deg. F. At this point the reheat coils are to be shut off.

3. Heated secondary water is circulated through the induction unit coils and the existing thermostatic control valves regulate the flow to maintain room temperature in each zone.

COOLING

Unoccupied Mode

1. Fans S5, S5A and R4 are turned off. Dampers D1, D2, D3, D4 and D5 are closed.

Cool Down Mode

2. Dampers D3 and D4 are opened and fans S5 and S5A turned on. The cooling coil is to be regulated to produce 45 deg. F. air. The system shall operate in this configuration for 3 to 5 minutes in order to give the return air sensors time to stabilize.
3. If the outside air enthalpy is lower than the return air enthalpy then dampers D1 and D2 are to be opened. Fan R4 is to be turned on and damper D5 regulated by the existing controls to maintain the building pressure. Damper D4 shall be regulated to maintain a return air temperature of 72 to 75 deg. F.

Occupied Mode

1. Fans S5, S5A and R4 are to be turned on. Damper D3 is to be open. Damper D4 is to be modulated to maintain a return air temperature of 72 to 75 deg. F. Damper D5 is to be modulated by the existing controls to maintain building pressure. The cooling coil shall be modulated to produce 45 deg. F. air.

Occupied Mode.....Cont'd

2. If the outside air enthalpy is greater than or equal to the return air enthalpy then damper D1 is to be open 50% and damper D2 is to be closed.
3. If the outside air enthalpy is less than the return air enthalpy then dampers D1 and D2 are to be open.

SECONDARY WATER SYSTEM

1. In the heating mode the computer shall regulate the steam heat exchanger to maintain the secondary water temperature in accordance with the following schedule:

Outside Air Temp.

Secondary Water Temp.

0 deg. F.
50 deg. F.

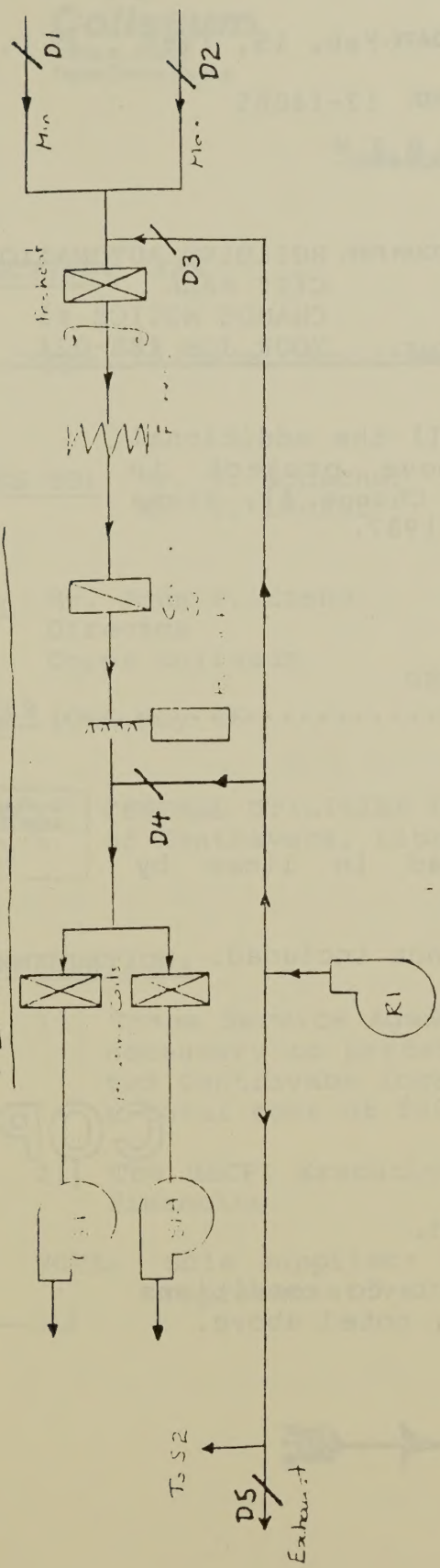
140 deg. F.
60 deg. F.

2. During unoccupied hours in the heating season the secondary water temperature shall be boosted thirty degrees above the scheduled temperature setting.
3. If any one of the room thermistors registers below 68 deg. the computer shall give the operator a preliminary warning and boost the secondary water temperature gradually until the zone temperature returns to normal. If the zone temperature continues to fall or does not return to normal after the secondary water temperature has been at maximum for fifteen minutes the computer shall alert the operator to have staff investigate the problem.
4. If any one of the room thermistors registers over 75 deg. F. the computer shall reduce the secondary water temperature gradually until the air temperature in any of the zones falls to 72 deg. F.
5. If over temperature and under temperature zones occur at the same time the computer shall alert the operator and start boosting the secondary water temperature as outlined in point four.
6. On operator command the computer shall set the pneumatic winter/summer switch on the secondary water system to the summer position. This turns off the steam supply to the secondary water heater and shuts off the control air supply to the induction units thereby forcing all control valves full open.
7. In the summer mode the computer shall maintain the secondary water temperature at 60 deg. F. utilizing the existing three way mixing valve. If one of the zone thermistors reads above 76 deg. F. decrease the water temperature gradually until the room temperature falls to 76 or the water temperature reaches 52 deg. F. If one of the zone thermistors reads below 70 deg. F. the computer shall increase the water temperature gradually until the room temperature goes up to 70 deg. F. or the water temperature reaches 70 deg. F.

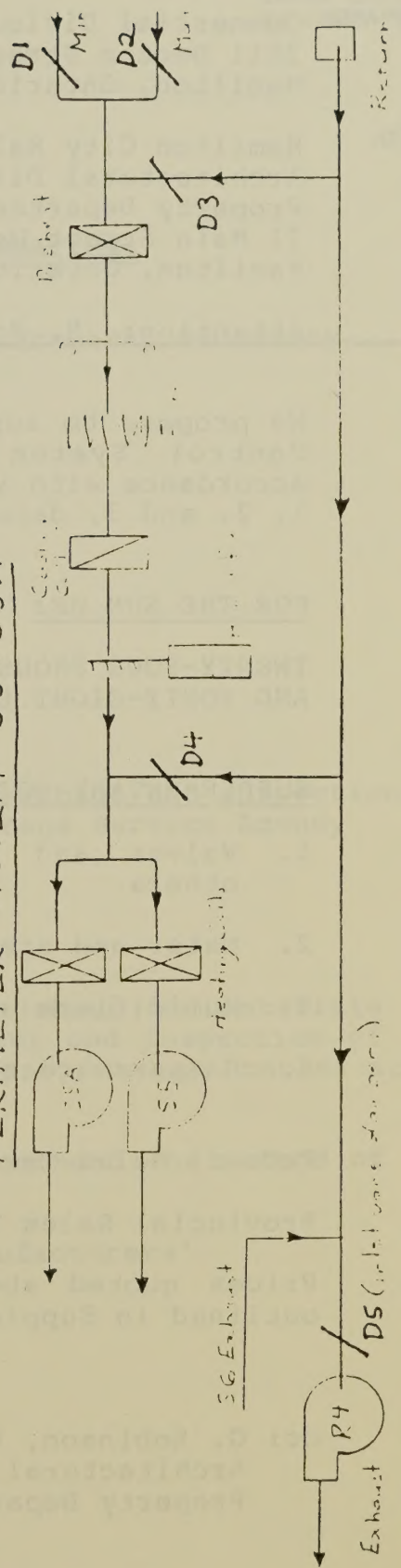
SECONDARY WATER SYSTEM.....Cont'd

8. If, while the secondary water system is in the summer mode, over temperature and under temperature zones occur at the same time the computer shall alert the operator and increase the secondary water temperature gradually until the low zone temperature rises above 70 deg. F. or the water temperature reaches 70 deg. F.

PERIMETER SYSTEM S1-S1A



PERIMETER SYSTEM S5-S5A





**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX

FOR INFORMATION:

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 May 16

SUBJECT: CENTRAL UTILITIES PLANT - Major Overhaul and Inspection
of Centravacs, Library/Market - Trane Service Agency

RECOMMENDATION:

That 1) Trane Service Agency provide all labour and materials necessary to perform major overhaul and inspection of two Centravacs located in the Library/Market complex at a total cost of \$39,271.00.

2) The HECFI Executive Committee recommend the method of financing.

NOTE: Sole supplier; service by manufacturers' representative.

M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND:

Included within the 1988 portion of the 1988 - 1992 Capital Budget Programme for The Central Utilities Plant, is the project "Teardown/Overhaul of Centravacs - Library/Market." An appropriation of \$54,000.00 is committed for 1988.

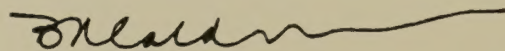
I am recommending that this work be awarded to Trane Service Agency, the manufacturers' service representative. My recommendation is based on the following factors;

- a) Trane Service has manufacturers' backup in the areas of trouble shooting, machine specifications and pertinent technical data exclusive to Trane Centravacs.
- b) Trane Service is fully equipped with the specialized tools and equipment necessary for these teardowns.
- c) Insurance underwriters recommend that we employ the authorized service representative for the manufacturer of the equipment.
- d) Trane Service offers as part of a major overhaul complete winter service without charge on the units being overhauled.

The total cost to overhaul the two machines located in the Library/Market complex is \$39,271.00 as detailed in attached quotation dated 1988 May 5 from the Trane Service Agency. It should be noted that this price includes a credit of \$6,000.00 offered by Trane for utilizing C.U.P. staff to assist in the work.

Sufficient funds are available within 1988 Capital Account No. 0408-K82532 - Central Utilities Plant; City Hall, Library/Market - Teardown/Overhaul of Centravacs to finance this work.

Respectfully submitted,



per
John T. Crane
Director
Copps Coliseum

attchm.



TRANE

Trane Service Agency Hamilton

10 Sanford Avenue North
Hamilton Ont L8L 5Y6
Tel 416 528 8648
Fax 416 528 3297

P A Loucks P Eng
General Manager

May 5, 1988

Corporation of The City of Hamilton
City Hall
71 Main St. W.
Hamilton, Ontario
L8N 3T4

ATTN: Mr. R. Desnoyars, Chief Engineer

SUBJECT: LIBRARY-MARKET CHILLER OVERHAULS

Gentlemen:

Further to our phone conversation of several days ago, please accept the following quotation regarding the major overhaul and inspection of the following Trane Centravacs located at the Library-Market.

CHILLER #1 CVHA 032 Serial #L79F21258

Labour & Material	\$11,252.00
Bearing Replacement	\$ 2,089.00
Motor Overhaul	\$ 9,302.00
Labour Savings Using Your Forces	\$ 3,000.00

PRICE ----- \$19,643.00

CHILLER #2 CVHA 032 Serial #L79F21257

Labour & Material	\$11,252.00
Bearing Replacement	\$ 2,089.00
Motor Overhaul	\$ 9,287.00
Labour Savings Using Your Forces	\$ 3,000.00

PRICE ----- \$19,628.00

Page 2

We trust these prices meet with your approval, and we look forward to your early reply so that we may schedule this work at the earliest possible time.

Thank you again for your continued support of Trane Services.

Yours truly,

TRANE SERVICE AGENCY (HAMILTON)



P. Aitken

P. Aitken
Technical Service Adviser

PA/moh



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX

FOR INFORMATION:

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
 Mr. J. Leuser

FROM: Mr. John T. Crane
 Director
 Copps Coliseum

DATE: 1988 May 17

SUBJECT: COPPS COLISEUM - Modifications to Mechanical Tower,
 Roofing; Method of Financing

RECOMMENDATION:

- That 1) The price of \$9,650.00 as submitted by Riddell Sheet Metal and Roofing Limited to install 60 lineal feet of metal fixation bar and Sarnafil membrane cover strip on each of the four mechanical tower rooms, be approved.
- 2) The HECFI Executive Committee recommend the method of financing for modifications to the mechanical tower roofing system at Copps Coliseum.

M E M O R A N D U M from
COPPS COLISEUM

BACKGROUND:

In 1987 September, a twenty month inspection of the roofing system was conducted by Sarnafil Canada Ltd. and Riddell Sheet Metal and Roofing Limited, the roofing manufacturer and installer respectively.

Generally they were pleased with the condition of the roofing system, however, they did recommend that additional membrane fixation bars be installed in areas on the mechanical tower roofs.

During times when the building ventilation system is in the fire control mode, large quantities of outside air are brought into the building. This air is collected within the mechanical tower fan rooms and from there is distributed throughout the building. A very high positive pressure is created within the fan rooms and air exfiltration causes the roofing membrane to separate and lift from the roof deck. Installing additional fixation bars will prevent this condition.

Riddell Sheet Metal and Roofing Limited have submitted a price of \$9,650.00 to perform the required work. The work will involve the installation of 160 lineal feet of metal fixation bar and Sarnafil membrane cover strip on each of the four mechanical tower rooms.

I am recommending that the HECFI Executive Committee recommend the method of financing for this work.

NOTE - Sufficient funds are available within Work-in-Progress Account No. 0408-U3253 Trade Centre/Arena, Construction to finance this work.

Respectfully submitted,



per John T. Crane
Director
Copps Coliseum



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

MEMO TO: **COPPS COLISEUM COMMITTEE**

FROM: Brian K. Conacher
 Managing Director/CEO

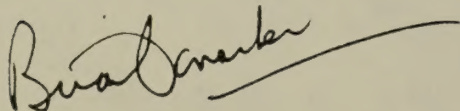
DATE: May 3, 1988

SUBJECT: **HECFI BOARD/CONFERENCE ROOM**
 IN COPPS COLISEUM

- At the COPPS COLISEUM COMMITTEE meeting April 27, 1988 I was instructed to prepare a report on the proposed changed use of the HECFI Board/Conference Room in Copps Coliseum.
- At the HECFI Board of Directors meeting January 15, 1988, it was decided to use the HAMILTON ROOM for future HECFI Board meetings because the HAMILTON ROOM provided more suitable and convenient space to accommodate the Board, HECFI management and the attending media.
- As a result, I initiated plans to find the best alternate use(s) for the HECFI Board/Conference Room in Copps Coliseum.
- Three (3) possible uses for the space were determined:
 - leave it as is and use the space as a combination Conference/Meeting Room and V.I.P. reception area;
 - divide the space into 2-3 additional administrative offices for expansion needs;
 - divide the space into 2 areas, one for an administrative office and the other for a Conference/Meeting Room.
- The total space in the HECFI Board/Conference Room in Copps Coliseum is approximately 502 square feet.

- In discussion, HECFI senior management felt that there still needed to be a Conference/Meeting Room in the administration area of Copps Coliseum for both HECFI management use and HECFI Committee use.
- Also, as a result of the reorganization of the Marketing Department, it was felt that the Sales Executive - Copps Coliseum needed a larger office and one in closer proximity to the Director of Copps Coliseum to whom he now reports.
- Further, the present Sales Executive - Copps Coliseum office, was going to be needed when the third Advertising, Promotions, Public Relations Coordinator is hired.
- It was felt that the HAMILTON ROOM is a more suitable and convenient space for VIP receptions. If additional VIP reception space is required some of the future expansion space on the north side of Copps Coliseum could be developed.
- Based on the needs and alternative uses of the existing HECFI Board Room, HECFI senior management agreed that the best alternative use of the present HECFI Board/Conference Room was to divide it into two approximately even areas: one area to remain as a smaller Conference/Meeting Room, the other to be a new and larger office for the Sales Executive - Copps Coliseum, in closer proximity to the Director of Copps Coliseum

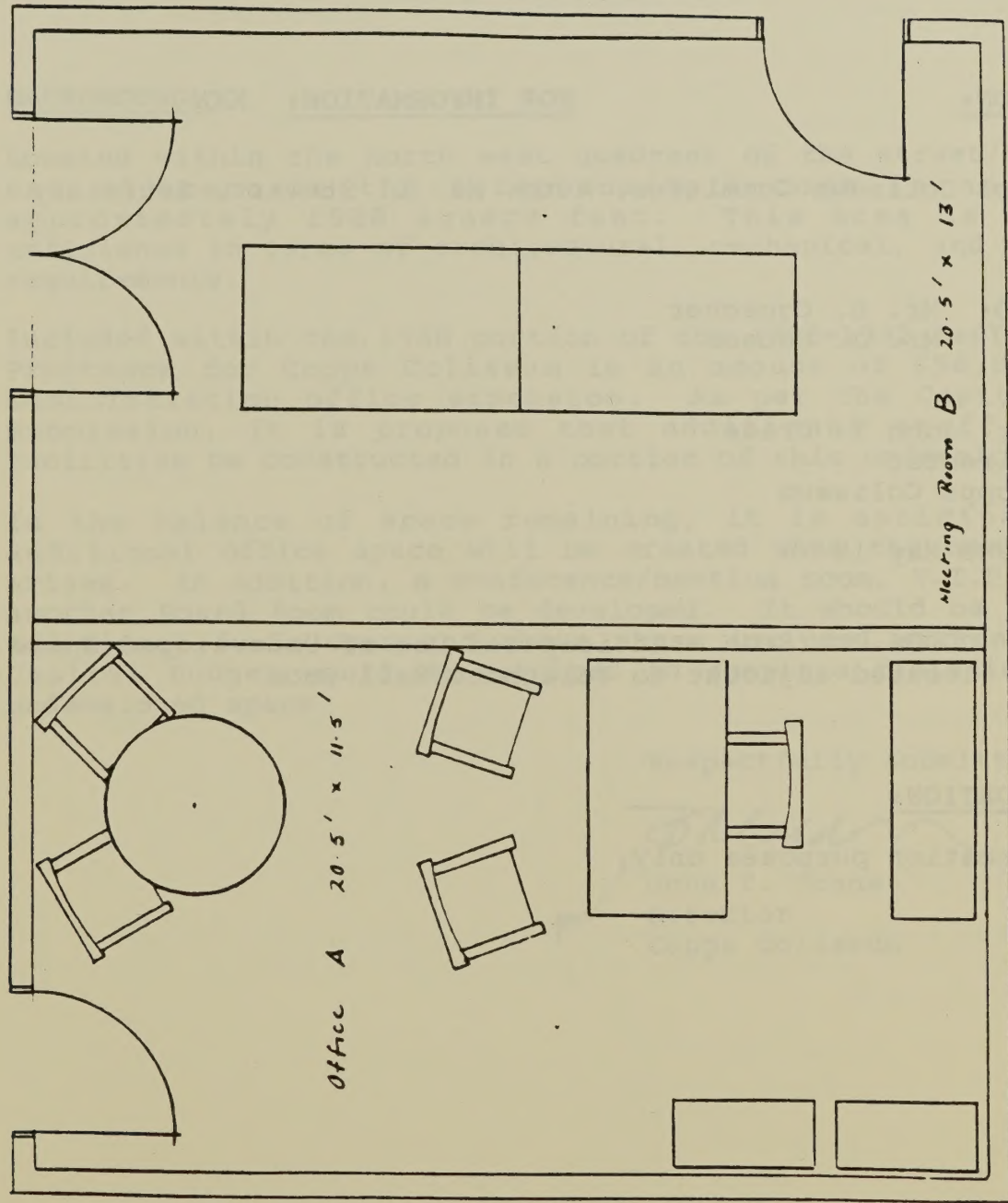
Respectfully submitted,



Brian K. Conacher
Managing Director/CEO

Attachments

Office A 236 ft
M Room B 266 ft



COPPS COLISEUM

RENOVATIONS TO ROOM 262

SCALE 1/4" = 1'-0"	DRAWING NO 2
DATE 88 01 26	DRAWN BY



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION:

FOR INFORMATION: XXX

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 May 19

SUBJECT: COPPS COLISEUM - Anticipated Use of Undeveloped Space
located adjacent to Telephone/Mail Room

RECOMMENDATION:

For information purposes only.

M E M O R A N D U M from
COPPS COLISEUM

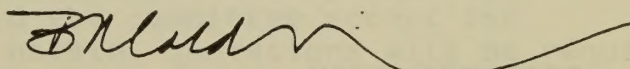
BACKGROUND:

Located within the north west quadrant of the street/mall level and adjacent to the telephone/mail room is an area of approximately 1580 square feet. This area is currently unfinished in terms of architectural, mechanical, and electrical requirements.

Included within the 1988 portion of the 1988-1992 Capital Budget Programme for Copps Coliseum is an amount of \$50,000.00 for administration office expansion. As per the Capital Budget Submission, it is proposed that additional staff washroom facilities be constructed in a portion of this undeveloped area.

In the balance of space remaining, it is anticipated that additional office space will be created when the need for same arises. In addition, a conference/meeting room, V.I.P. room, or another Board Room could be developed. It should be noted that additional funds over and above those included within the 1988 Capital Budget would be required to complete finishing of this undeveloped space.

Respectfully submitted,



per/ John T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Blvd. Suite 400
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

M E M O R A N D U M

FOR ACTION:

☒

FOR INFORMATION:

☐

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 April 15

SUBJECT: COPPS COLISEUM - Plaque to Acknowledge Corporate and
Individual Donations to Copps Coliseum.

RECOMMENDATION:

That approval be given to the conceptual design presented herein of the plaque to acknowledge corporate and individual donations to Copps Coliseum.

MEMORANDUM from
COPPS COLISEUM

BACKGROUND:

At the 1988 March 23 meeting of the Copps Coliseum Committee, management was directed to secure a price for a plaque approximately three feet by three feet covered with plexiglass or similar material with the names of the donors in black lettering and to present a mock-up of same to a future meeting of the Copps Coliseum Committee.

I attach herewith drawings numbered SK-1 and 2 which present a conceptual design of the donors' plaque.

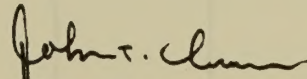
The plaque is fabricated from two (2) sheets of plexiglass with black lettering sandwiched between these two (2) panels. The overall dimensions are 52 inches high by 70 inches wide so as to permit the installation of the respective donor categories and to allow for future expansion.

The donor categories were determined by utilizing the following criteria;

<u>Category</u>	<u>Donation Amount</u>
Major Benefactor	\$5,000.00 +
Benefactor	\$500.00 to \$4,999.00
Donor	\$100.00 to \$499.00

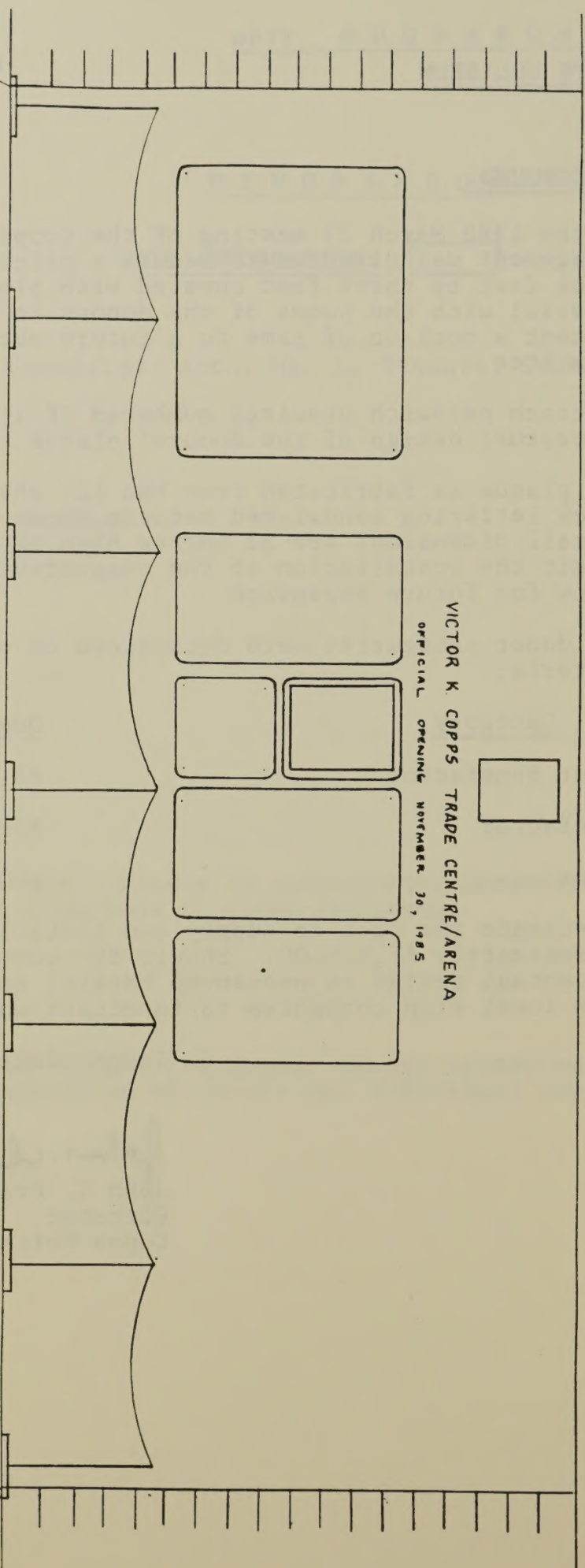
I estimate the cost to supply and install this plaque to be approximately \$1,200.00. Should the committee accept the conceptual design as presented herein, quotations will be requested from local sign companies to fabricate and install this plaque.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

COPPS COLISEUM
BAY STREET ENTRANCE LOBBY.



VICTOR K COPPS TRADE CENTRE/ARENA
OFFICIAL OPENING NOVEMBER 30, 1985

SCALE 1" = 3'-0"

DRAWN by Bue

88-04-13

SK-1

MAJOR BENEFACTOR

Westinghouse Canada Inc.

DONOR

A. Adams
B. Armstrong
D. Belding
E. Bowman
Brabart Newspapers Ltd.
Chairman Mills Ltd.
A. Chapman
Christmas Contracting
Circle Racquetball Club
Dr. D.G. Coburn
J. Conick
M. Dougall
Eastwood Minor Hockey Association
I.A. Fraser
R.G. Galivan
V. Hope
M.A. Horn
H. Howell
V. Howell
A. Kulik
Dr. A. Markowski
Mr. and Mrs. J. McCraig
Mr. and Mrs. H. McCulloch
G. McKay
Millwright Local 1916
D.A. Moline
P. North
A.U. Oakie
J. Paglia
J.A. Parente
Mr. and Mrs. D. Quinton
G. Roth
Royal Comnaught Hotel
J. Tarbutt
Teamsters' Local Union 879

BENEFACTOR

D. Harron
Knights of Columbus
B. Kronas
C. McDonald
Wm. Powell
Royal Canadian Legion
J. Trimble
United Brotherhood of
Carpenters and Joiners
The Willahome Foundation

COPPS
COLISEUM

Corporate
Individual
Donors' Plaque

SCALE 1" = 8.5

88.04.13
Drawn by BIL

OK-2



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Leslee Stewart

FROM : J. Tsao, Sales Executive, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI/
: J. Crane, Director, Copps Coliseum

DATE : May 18th, 1988

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum, June, 1988 - September, 1988

June, 1988

7 Confirmed Events/Performances:

1. Street Wave - Teenage and Young Adult Lifestyle
Consumer Show
: June 3rd, 4th and 5th
2. George Strait concert
: June 10th
3. Rotary Super Bingo
: June 11th
4. Bill Cosby concert
: June 12th
5. Heart concert
: June 28th

July, 1988

13 Confirmed Events/Performances:

1. The 8th Lithuanian Folk Dance Festival of
the Free World
: July 3rd
2. Jehovah's Witnesses Convention
: July 7th, 8th, 9th, 10th, 14th, 15th, 16th,
17th, 21st, 22nd, 23rd and 24th

August, 1988

6 Confirmed Events/Performances:

1. 6th Canadian National Square and Round Dance Convention
: August 4th, 5th and 6th
2. Ukrainian Orthodox Millenium Celebration
: August 14th
3. The Pentecostal Assemblies of Canada General Conference
: August 27th and 28th

September, 1988

0 Confirmed Events/Performances

JT:jd

Joe Tsao,
Sales Executive.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION:

FOR INFORMATION: XXX

TO: Copps Coliseum Committee

COPIES TO: Mr. B. Conacher
Mr. J. Crane

FROM: Ms. L. Stewart, Secretary
Copps Coliseum Committee

DATE: 1988 May 18

SUBJECT: Liquor Licence in Copps Coliseum

RECOMMENDATION:

For information purposes only.

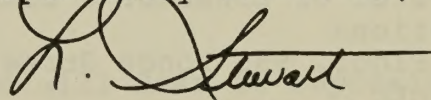
MEMORANDUM from
COPPS COLISEUM

Page 2

BACKGROUND:

The Chairman of the Copps Coliseum Committee, Alderman T. Murray has requested the Secretary to place the attached letter from Ms. Shirley Collins, M.P.P., Wentworth East on the agenda in order that the committee may deal with the matter respecting a liquor licence for Copps Coliseum.

Respectfully submitted,



Leslee Stewart, Secretary
Copps Coliseum Committee

attchm.

MAY 02 1988



LEGISLATIVE ASSEMBLY

SHIRLEY COLLINS, M.P.P.
Wentworth East
Queen's Park
Toronto, Ontario
M7A 1A1
(416) 965-6384

CONSTITUENCY OFFICE
943 Queenston Road
Stoney Creek, Ontario
L8G 1B8
(416) 662-4442
(416) 561-5793

April 22, 1988

Honourable William Wyre, MPP
Minister of Consumer & Commercial
Relations
9th Floor, 555 Yonge Street
Toronto

Dear Bill:

This is further to our conversation last week regarding the licencing of Copps Coliseum for the sale of alcohol. I would greatly appreciate any assistance you might provide in this matter.

The coliseum previously applied for a licence under its corporate name, Hamilton Entertainment and Convention Facilities Inc. Due to existing licencing regulations, which do not provide for the licencing of arenas, this application was rejected.

It is my understanding that only four specific sports facilities or stadia in the province are eligible for licencing. These stadia are listed in a special subsection of the Regulations of the Liquor Licence Act. In order for Copps Coliseum to qualify for licencing, a change in the regulations is necessary.

This amendment could be made by adding Copps Coliseum as one of the eligible stadia or by the introduction of a regulation permitting all sports facilities to qualify for licencing. The latter proposal is totally in keeping with the recommendations of the Offer Report on Liquor Regulations.

At page 45 of that Report, the recommendation reads as follows:

"Other stadiums, arenas, racetracks, and other similar facilities for sporting, should also be elibible for a "B" licence, if they have municipality approval."

Copps Coliseum meets the criteria set out in that recommendation.

I am informed, however, that your Ministry is conducting a review of that Report with a view to introducing all necessary legislative changes as a complete package and not in a piece meal

fashion. Given this stated objective, officials in your Ministry are reluctant to forward regulatory amendments that could make the licencing of Copps Coliseum possible.

While I can appreciate the merits of a complete package approach, I am also informed that such legislation would not likely be enacted within the next twelve months. This would mean that facilities could not expect to be licenced within the next eighteen months, at the earliest.

I would point out that such a timetable will make it impossible for the new Sky Dome to be licenced for next year's baseball season, much to the dismay of Blue Jay fans. I would be very surprised if there were no plans to make the licencing of the Dome possible, by simply adding that facility to the list of those already enumerated in the existing regulations. Such a move, however, would be contrary to your Ministry's intended approach and would ignore the desires of cities such as Hamilton.

As a Hamilton area member, I can assure you that such preferential treatment by the government for the Sky Dome and Toronto, would not be well received in our part of the province. On the other hand, there is widespread support for the licencing of Copps Coliseum and such a move would be welcome.

As you are aware, one of the four stadia in the province already licenced is Ivor Wynne Stadium in Hamilton. City officials and sports fans in Greater Hamilton have demonstrated their support for the licencing of sports facilities. More specifically, City Council supports the licencing of Copps Coliseum, as does the Coliseum's Board of Directors. The Board is composed of local citizens and members of City Council.

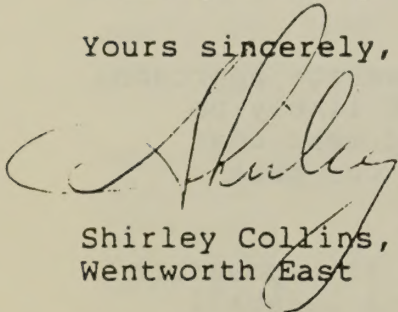
As you can see, the upsides of licencing Copps Coliseum outweigh the downsides.

Based on the foregoing, I encourage you to give serious consideration to amending existing regulations so that Copps Coliseum might be licenced for the sale of alcohol as soon as possible.

Any assistance you can provide would be greatly appreciated.

Thank you for your cooperation.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Shirley', written in dark ink.

Shirley Collins, MPP
Wentworth East

BM:ld

cc: Hon. Chris Ward, MPP
Hon. Lily Munro, MPP
Steve Offer, MPP

5.2.1 Copps Coliseum Committee Minutes of
April 27, 1988

COPPS COLISEUM COMMITTEE

Wednesday, April 27, 1988
11:30 A.M.

Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Alderman J. Gallagher
Mr. T. Casey
Mr. W. McFarland
Mr. N. Levitt

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mayor R. Morrow
Alderman B. Hinkley, Chairman, HECFI
Mr. D. Beattie, Vice-Chairman

The Chairman called the meeting to order at 11:45 a.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 1:30 P.M.

THAT THE COPPS COLISEUM IN CAMERA MINUTES OF MARCH 23, 1988, BE APPROVED.

THAT THE REPORT ENTITLED LICENCED USE OF "PRIVATE BOXES" IN COPPS COLISEUM, DATED 1988 APRIL 15 AS SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO AND MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM, BE APPROVED.

THAT THE POLICY GOVERNING THE LICENCED USE OF "PRIVATE BOXES" IN COPPS COLISEUM BE REVIEWED AT YEAR END.

THAT ITEMS 2 AND 3 BE ACCEPTED AS OPTIONS TO OFFER LAWSON MARDON GROUP LIMITED AS PRESENTED IN A REPORT SUBMITTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, DATED 1988 APRIL 7, ENTITLED LICENCED USE OF "PRIVATE BOXES" IN COPPS COLISEUM BY LAWSON MARDON GROUP LIMITED.

THAT THE COPPS COLISEUM AND HECFI EXECUTIVE COMMITTEES MEET ON WEDNESDAY, MAY 11, 1988 AT 10:30 A.M., PRIOR TO THE REGULAR MEETING OF THE HECFI EXECUTIVE COMMITTEE, AND A WALKING TOUR BE CONDUCTED BY MR. BRIAN K. CONACHER, MANAGING DIRECTOR/CEO, WITH RESPECT TO DISPLAY ADVERTISING IN COPPS COLISEUM.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIRST QUARTER ENDED MARCH 31, 1988, BE RECEIVED FOR INFORMATION.

THAT THE STATUS REPORT ON TENTATIVE HOLDS AT COPPS COLISEUM, MAY 1988 - AUGUST 1988, BE RECEIVED FOR INFORMATION.

THAT ITEM 7.2, GUIDELINE FOR ALTERATIONS/RENOVATIONS - HECFI FACILITIES, BE REMOVED FROM UNFINISHED BUSINESS ON THE IN CAMERA AGENDA, AND DEALT WITH PUBLICALLY.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 2:20 P.M.

1. Minutes of March 23, 1988
- 1.2 Motion for Approval

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 23, 1988, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 S.P.A.R. Correspondence

MOVED by Mr. Levitt, seconded by Mr. McFarland that

THE REPORT SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM DATED 1988 APRIL 21 RESPECTING SPECIAL POPULATIONS ADVOCATES FOR RECREATION (S.P.A.R.), BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.2 Wall of Fame - Update

The Chairman requested that the sentence in the recommendation reading, "...it was determined that there will be no further pictures installed on the Concourse level.", be deleted. He added that we should be concerned with more than the dollar figure of display advertising. He mentioned that there are many things to be learned from the pictures and the Wall of Fame is to be given priority over the display advertising.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE AMENDED RECOMMENDATION AS SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM, DATED 1988 APRIL 21, ENTITLED WALL OF FAME, BE RECEIVED FOR INFORMATION, AND THE OPTION BE LEFT OPEN TO PLACE ADDITIONAL PICTURES ON THE CONCOURSE LEVEL IN COPPS COLISEUM UNTIL THE DISPLAY ADVERTISING LOCATIONS ARE DETERMINED.

MOTION CARRIED.

2.3 Copps Coliseum - Plaque to Acknowledge Corporate and Individual Donations to Copps Coliseum

The Managing Director/CEO mentioned that we should be careful with the wording on the plaque, ie. benefactor, etc.

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE REPORT SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM, DATED 1988 APRIL 15 ENTITLED COPPS COLISEUM - PLAQUE TO ACKNOWLEDGE CORPORATE AND INDIVIDUAL DONATIONS TO COPPS COLISEUM, BE TABLED.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum - May 1988 - August 1988

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - MAY 1988 - AUGUST 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - April 1988

The Managing Director/CEO mentioned that the item in the report entitled Facility Ad Layouts for Publication will be shown to the committee prior to publication.

With regard to the item in the report entitled Hiring Of Third Marketing Services Coordinator, Alderman Gallagher advised that he would like to end the interviews. The Managing Director/CEO explained to the committee the two aspects of marketing; Facility marketing, and the area of Marketing Services which is headed by Mary Webb and the two (2) ad people, however, a third person is required to work on Copps Coliseum. He mentioned that some day Mr. Marshall may retire and this new person on staff will be tutored by Mr. Marshall.

Alderman Gallagher requested a copy of the job description and advised that he will vote against this item.

MOVED by Mr. McFarland, seconded by Mr. Levitt that
THE MARKETING SERVICES REPORT - APRIL 1988, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

Alderman Gallagher was opposed.

4. Capital Construction Items

4.1 Copps Coliseum - Leasing of Retail Space

The Director of Copps Coliseum advised that there has been no positive reponse but would like to further develop the space and perhaps Barnicke feels that more space should be developed further. This will take until the end of 1988 to finish construction.

Alderman Gallagher inquired if this item must go to the City Executive Committee and City Council.

The Director of Finance and Administration advised that there was a submission made to the City Executive Committee on all capital projects.

MOVED by Mr. Casey, seconded by Mr. McFarland that

CONSTRUCTION OF THE COMMON CORRIDOR THROUGH THE NORTH/SOUTH EAST QUADRANTS OF THE COPPS COLISEUM RETAIL/MALL AREA BE CONTINUED DURING 1988, AND NEGOTIATIONS BE UNDERTAKEN WITH J. J. BARNICKE LIMITED AS PER THE REQUEST FOR PROPOSALS AND TERMS OF REFERENCE DATED 1988 MARCH 11 SO AS TO PROVIDE COMMERCIAL LEASING SERVICES NECESSARY TO LEASE THE ENTIRE RETAIL SPACE AVAILABLE WITHIN COPPS COLISEUM, BE APPROVED.

MOTION CARRIED.

Alderman Gallagher was opposed.

4.2 Street/Mall Ventilation - Contract

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE QUOTATION SUBMITTED BY BEAVER ENGINEERING LIMITED TO SUPPLY AND INSTALL SUPPLY AIR DUCTWORK FOR THE RETAIL/MALL CORRIDOR IN THE SOUTHWEST QUADRANT OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$14,461.00, BE ACCEPTED, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5. New Business

5.1 Renovations to Retail/Mall Corridor - Falla Construction Ltd., Release of Holdback

MOVED by Mr. Levitt, seconded by Mr. McFarland that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$9,426.21 BE RELEASED TO THE CONTRACTOR, NAMELY FALLA CONSTRUCTION LTD. SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL BY THE TREASURY DEPARTMENT.

MOTION CARRIED.

5.2 Central Utilities Plant - Copps Coliseum Municipal Oil Conversion and Energy Conservation Programme (MOCECP)

MOVED by Mr. Levitt, seconded by Mr. Casey that

THE REPORT ENTITLED CENTRAL UTILITIES PLANT - COPPS COLISEUM MUNICIPAL OIL CONVERSION AND ENERGY CONSERVATION PROGRAMME (MOCECP), AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Consolidated Unaudited Operating Results for
HECFI for the First Quarter Ended March 31, 1988

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR
HECFI FOR THE FIRST QUARTER ENDED MARCH 31, 1988, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Unaudited Operating Results for The Central
Utilities Plant for the First Quarter Ended March 31,
1988

MOVED by Mr. McFarland, seconded Mr. Levitt that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL
UTILITIES PLANT FOR THE FIRST QUARTER ENDED MARCH 31,
1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.5 Energy Report

Mr. McFarland mentioned that the municipal
contribution has been reduced. He also mentioned
that there was a large surplus in 1986 and 1987 which
was passed back to the City to reduce the mill rate.

The Chairman mentioned that this report should be
forwarded to the City Executive Committee and City
Council.

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE ENERGY REPORT - HECFI FACILITIES, AS SUBMITTED BY
MR. JOHN T. CRANE, DIRECTOR, COPPS COLISEUM, DATED
1988 APRIL 21, BE RECEIVED FOR INFORMATION, AND THAT
THE REPORT BE SUBMITTED TO THE CITY EXECUTIVE
COMMITTEE FOR INFORMATION.

MOTION CARRIED.

5.6 Comment Cards

Alderman Gallagher mentioned that only the comment cards seriously filled out with the name, address and telephone number of the person filling them out should appear before the committee.

The Director of Copps Coliseum explained that a copy of the cards have been sent to Volume Concession Services with regard to the comments about concessions.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE COMMENT CARDS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED 1988 APRIL 21, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

The Director mentioned that we have the largest Central Utilities Plant in Canada. Mr. Levitt inquired if it would be possible to tour this plant.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED 1988 APRIL 20, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

7.1 First Quarter

The Director of Finance and Administration mentioned that this is our best quarter ever and March was the second best month ever. Mr. McFarland mentioned that this information from the Director of Finance and Administration should be incorporated into the Director's Report.

7.2 Report on Liquor Licence in Copps Coliseum

The Director of Copps Coliseum mentioned that he has talked to the Executive Assistant for Ms. Shirley Collins, M.P.P. and does not see this to be a problem. The Managing Director/CEO mentioned that the procedure to be adopted at the Skydome may benefit us at Copps Coliseum.

7.3 HECFI Boardroom

Alderman Gallagher initiated discussion on the HECFI Boardroom by referring to the Act that formed HECFI. He mentioned that the Library had a surplus of funds and decided to build a staircase. The City of Hamilton advised the Library that the funds were to be given back to the City and placed in an account. This matter was challenged in court and the judgement was in favour of The City of Hamilton since they have the authority on renovation and reconstruction of buildings under their jurisdiction. He added that he is convinced that the wall in the HECFI Boardroom is permanent. He added that the HECFI Board is acting outside its jurisdiction in some cases and cited an example as the \$300,000.00 completion of the mall space.

The Managing Director/CEO advised that we are finishing off the original specifications. He added that the nature of this conversation would be more appropriate before the HECFI Executive Committee or the HECFI Board. He further added that at the last HECFI Executive Committee meeting on April 6 a discussion of the Boardroom was to be placed on the Copps Coliseum Committee agenda and management is to develop a draft policy for alterations/renovations to HECFI facilities.

The Chairman advises that the draft policy will be discussed at the next HECFI Executive Committee meeting.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE WALL IN THE HECFI BOARDROOM BE TAKEN DOWN AND THE ROOM RESTORED TO ITS ORIGINAL CONDITION.

Following the below discussion, Alderman Gallagher withdraws his motion advising that he was testing the committee members to determine if they would concur with his motion.

The Chairman stated that there would no purpose in removing the wall when the uses of the room have not been determined. If the uses of the room have been determined then the room could be restored it its original state.

The Managing Director/CEO mentioned that an office is required for Mr. Joe Tsao. He added that there is undeveloped area near the telephone room that could be appropriate to develop a room. He added that the HECFI Boardroom did not have enough space and from the Board's point of view the Hamilton Room would fulfill the purpose. He further added that we have preserved the space to be a meeting room and made use of the space. If not we would need other space to find an office for Mr. Tsao.

Mr. McFarland advised that he cannot support the motion to remove the wall. He added that two wrongs do not make a right. He further added that we should look at the space and determine if it is being used properly. He reiterated that he will vote against this motion.

The Chairman advised that he agrees with Mr. McFarland. He stated that the matter was not handled properly and the paper approvals were not given. He suggested that we first determine the best use of the space before removing walls. Removing walls will cost more money. He further added that he cannot support taking the wall down.

Alderman Gallagher inquired if the design aspect of the retail/mall corridor should receive approval by City Council.

The Director of Copps Coliseum advised that we are doing electrical, mechanical, and bulkhead work in the retail/mall corridor.

The Managing Director/CEO mentioned that use of the space was sent to the Executive Committee and the HECFI Board.

MOVED by Mr. McFarland, seconded by Mr. Casey that

A REPORT BE PRESENTED TO THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE REGARDING THE CURRENT AND PROPOSED USE OF THE HECFI BOARDROOM, AND AS WELL, THE ANTICIPATED USE OF THE UNDEVELOPED SPACE LOCATED ADJACENT TO THE TELEPHONE ROOM.

MOTION CARRIED.

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, May 25, 1988
11:30 a.m.
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Levitt, seconded by Mr. McFarland that

THE MEETING ADJOURN AT 1:25 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

Office of the Secretary
Washington, D.C. 20540

The following information is being furnished to you for your information.

Reference is made to the letterhead memorandum dated 10/1/68.

A report is being furnished to you for your information. The report contains information regarding the activities of the [redacted] and the [redacted] in the [redacted] area.

The information is being furnished to you for your information.

The information is being furnished to you for your information.

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5.3 Hamilton Convention Centre Committee Fifth Report

REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, MAY 27, 1988

The Hamilton Convention Centre Committee presents its FIFTH REPORT for 1988 as follows and respectfully recommends:-

1. New Carpeting for Convention Centre

That Convention Centre Management be authorized to proceed to tender for the Harding Carpet, in accordance with a report of the Director, HCC, compiled in accordance with the direction of the Committee given at its meeting held April 29, 1988 - that Management of the Convention Centre and Hamilton Place explore the possibility of economies to be effected by having both facilities re-carpeted under the same contract. The colour selected by the Committee at the April 29th meeting was reaffirmed for the Convention Centre, but the Hamilton Place Committee would be required to make a decision on colour for that facility.

A copy of the report, together with the recommendation of the Director presented to the April 29th meeting, is attached hereto as APPENDIX "A".

2. Kitchen Expansion - Bakers Pride Ovens

That approval be given to purchase three Bakers Pride Convection Ovens through Stainless Steel Products Limited at the total cost of \$18,367.56. Management had been requested at the April Committee meeting to clarify the position regarding warranty on the ovens.

A copy of the Report of the Director, together with the original recommendation presented to the April 29th meeting, is attached hereto as APPENDIX "B".

3. Information items

(a) Director's Report for the month of April, 1988

This was received for information and a copy is attached as APPENDIX "C".

(b) Correspondence

(c) Client Evaluations

Items (c) and (d) were received for information.

(d) Unaudited Operating Results for quarter to March 31, 1988

These were approved by the Committee. A copy will be included in the HECFI Executive Committee Report to the Board of Directors.

3. Information items (cont.)

(e) Parking for Convention Delegates

A report of the Director was discussed and tabled pending receipt of further information from the Parking Authority for the City of Hamilton.

(f) Maintenance Assistant

A request to hire a Maintenance Assistant was discussed and tabled pending receipt of proposed classification and salary.

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR ON
COMBINED PURCHASE OF CARPET FOR THE HAMILTON CONVENTION CENTRE
AND HAMILTON PLACE

May 24, 1988

Attached is the April meeting's recommendation to the Hamilton Convention Centre Committee for its approval that Management proceed to tender for the Harding Carpet, which is a custom-tufted textile loop with 100% Dupont Antron XL Yarn.

Before considering this recommendation, the Committee directed Management to determine what the cost would be for a combined purchase of carpeting for the Convention Centre and Hamilton Place.

Using Harding Carpet as an example, the following were the savings and the approximate total cost of installing carpet at the Convention Centre and Hamilton Place:

For the Convention Centre the price quoted was \$25.99 per sq. yd.

A reduction of 10% would be made, bringing the price down to \$23.40 per sq. yd.

This would result in a savings to the Centre, based on an area of 6,500 sq. yds. of - approx. \$17,000

For Hamilton Place the price quoted for a similar quality product was \$24.99 per sq. yd.

A reduction of 10% would be made, bringing the price down to \$22.50 per sq. yd.

This would result in a savings to Hamilton Place, based on an area of 4,500 sq. yds. of - approx. \$11,000

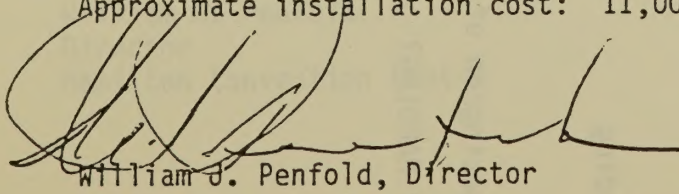
Total cost of carpeting:

Hamilton Convention Centre: 6,500 sq. yds. @ \$23.40 per sq. yd. \$152,100

Hamilton Place: 4,500 sq. yds. @ \$22.50 per sq. yd. \$101,250

Approximate installation cost: 11,00 sq. yds. @ \$6 per sq. yd. \$66,000

Approximate total cost: \$319,350


William J. Penfold, Director
Hamilton Convention Centre

ANALYSIS OF CARPET MANUFACTURERS

<u>Company</u>	<u>Type of Carpet</u>	<u>Guarantee</u>	<u>Weight</u>	<u>Upkeep</u>	<u>Price</u>
Peerless	Balboa	---	32 oz.	Average	\$30.00 per sq. yd.
Crossley	Pebblepoint	10 years	28 oz.	Average	\$30.00 per sq. yd.
	Nova 700	10 years	36 oz.	Above average	\$40.00 per sq. yd.
Elite	Graphique	---	44 oz.	Average	\$32.70 per sq. yd.
Summit	Berwood II (now installed)	---	44 oz.	Below average	\$30.00 per sq. yd.
Harding	TE 8899	10 years	40 oz.	Fractured surface Above average	\$26.00 per sq. yd.

Brockington of the Ontario Government recommends 40 oz. as a minimum.

WHY HARDING?

1. Hides dirt and stains (fractured surface);
2. Easier to clean;
3. Good weight;
4. Less expensive;
5. Attractive carpet.



HAMILTON
CONVENTION
CENTRE

- 3 -

Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: April 22, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: New Carpet for Convention Centre

RECOMMENDATION: THAT THE HAMILTON CONVENTION CENTRE COMMITTEE APPROVE THAT MANAGEMENT PROCEED TO TENDER FOR THE HARDING CARPET WHICH IS A CUSTOM TUFTED TEXTILE LOOP WITH 100% DUPONT ANTRON XL YARN.

BACKGROUND:

Attached is a self-explanatory memorandum from the Operations Manager of the Facility, which outlines the selection of replacement carpet. Management requested City Purchasing to approach carpet manufacturers to submit samples of appropriate carpets for the Centre. From these submissions, Management has chosen the Harding Carpet with the colour to be displayed at the April meeting of the Committee.

Management is requesting approval for selection of the Harding carpet, and also approval to go to tender to various companies for purchase and installation.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



HAMILTON
CONVENTION
CENTRE

- 4 -

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. William J. Penfold, Director, HCC

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: April 22, 1988

SUBJECT: Selection of Carpet for Replacement

It was generally agreed that the carpet for replacement would either be the Berwood II, our present carpet, or a carpet of similar quality and durability.

The specifications of the Berwood II were forwarded to the Manager of Purchasing to obtain quotations and to ascertain what other carpets of comparable quality are available. A copy of the specifications is attached for your reference.

The manufacturers that were contacted provided the following recommendations for carpet at the Convention Centre:

	<u>Carpet</u>	<u>Budget Price</u>
Stratton/Summit Carpet Industries	Berwood II	\$30.00
Crossley Karastan Carpets Ltd.	Nova Collection	\$40.00
	Pebblepoint	\$30.00
Peerless Carpet Corporation	Balboa	\$30.00
Elite Carpets Ltd.	Graphique 8066	\$32.70
Harding Carpets Limited	TE 8899 A	\$26.00

The budget price is for information only. It gives us an indication of the cost of the carpet prior to a tender call for budgeting purposes. Once approval is received for the carpet, tenders will be issued to distributors for the supply and installation. The results will indicate an additional cost of approximately \$5.00 to \$6.00 per square yard, including Provincial Sales Tax.

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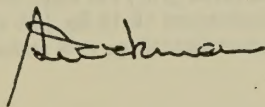
Mr. Wm. J. Penfold

Page 2

April 25, 1988

After careful evaluation and price consideration, it was decided that the ideal carpet for the Centre would be the carpet manufactured by Harding Carpets, which is a custom tufted textured loop with 100% Dupont Antron XL yarn space dyed to ensure even tones throughout the yarn, 5/32" gauge, 40 oz. per square yard pile weight. The carpet has a fractured surface which hides stains and is easier to clean; it also has a ten-year guarantee and does not unravel, a feature which is important to the Centre. Samples of colours will be provided that will match or co-ordinate with the existing baseboards and wall carpet in Chedoke Hall.

The cost to replace approximately 6,500 square yards of carpet with the Harding Carpet will be approximately \$208,000 at \$32.00 per square yard. This would be \$26,000 less than replacing the carpet with the original carpet Berwood II and considerably less than original budget of \$300,000 for this project.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Tufted, Textured Loop	CONSTRUCTION: CONSTRUCTION:	Bouclé texturé
Woollex (55% Wool/45% Acrylic)	YARN: FIBRE:	Woollex (55% Laine/45% Acrylique)
2 Ply	PLY: BRINS:	2 Brins
5/32" (3.97 mm)	GAUGE: CALIBRE:	5/32" (3.97 mm)
60	STITCHES/6 IN. (15.24 cm): POINTS/6 PO. (15.24 cm):	60
8/32" (5.35 mm)	PILE HEIGHT: HAUTEUR DU VELOUR:	8/32" (5.35 mm)
44 oz. per sq. yd. (1492 g/m ²)	YARN WEIGHT: POIDS DE VELOUR:	44 oz. Par verge Carrée (1492 g/m ²)
Polypropylene	PRIMARY BACK: SUPPORT SECONDAIRE:	Polypropylene
Jute (Manufacturer reserves the right to use jute or polypropylene as equal secondary backing)	SECONDARY BACK: SUPPORT SECONDAIRE:	Jute (Le manufacturier se réserve le droit d'utiliser la jute ou le polypropylene comme endos secondaire pour ce produit.)
82 oz. per sq. yd. (2780 g/m ²)	TOTAL WEIGHT: POIDS TOTAL:	82 oz. par ver. carrée (2780 g/m ²)
12 ft. (3.66 meters)	WIDTH: LARGEUR:	12 Pieds (3.66 meters)
Available in heavier yarn weights for minimum orders for 750 sq. yds. (627 m ²) per coloration	VARIATIONS:	Disponible dans un poids plus grand pour un minimum de 750 verges carrées (627 m ²) par commande
5.13 lbs. (2780 g/m ²) per sq. yd. plus approximately 10-15 lbs. (4.5-6.8 kg.) per roll for core and wrapper	SHIPPING WEIGHT:	5.13 lbs. (2780 g/m ²) Par verge carrée plus approximativement 10-15 lbs. (4.5 kgm-6.8 kgm) par rouleau pour l'emballage et le rouleau
15.62	KILOTEX RATING:	15.62
Passed Class B (Flame Spread Rating of 75 or less)	ASTM E-84: EVALUATIONS ASTM E-84:	Passe la classe B (Propagation de la flamme de 75 ou moins)
Tested for critical radiant flux and meets or exceeds the requirements proposed by the National Bureau of Standards for health care and commercial occupancies	ASTM E-648: EVALUATIONS ASTM E-648:	Rencontre ou dépasse, cette norme demandée par le bureau National des normes pour la sante et l'occupation commerciale

- NOTES: 1. Chair pads are necessary under office chairs with roller casters to preserve appearance retention, act as a deterrent towards delamination and to avoid premature or accelerated wearout.
Un dessous de chaise est nécessaire sous les chaises de bureau avec roues pour garder l'apparence et prevenir la delamination et empêche l'usure prematuree ou trop rapide.
2. Recommended for conventional installation over padding.
Recommande pour les installations conventionnelles sur thibaude.
3. Due to yarn lot variations, actual merchandise not guaranteed to color match these samples.
Dû à la variation de lots dans les fibres, la couleur de la marchandise livree peut varier de l'échantillon.

Stratton Canada

STRATTON CARPET INDUSTRIES LTD.
835 BROCK ROAD, SOUTH
PICKERING, ONTARIO
CANADA L1W 3J2

416-831-1112

TELEX 069-81417

PRODUCT RECOMMENDATION
TO
HAMILTON CONVENTION CENTRE

April 29, 1988

RECOMMENDED PRODUCT: TE9001, Colours MT 6271, 6272, 6273, 6274.

Custom tufted multi-colour textured loop.
Textured loop construction is recommended for its unique soil hiding features. The textured loop surface does not attract light to soiled areas as readily as a level loop or cut pile construction.

This same multi-coloured carpet overprinted with the Hamilton Convention Centre logo is suggested for high traffic areas, lobby insets. The overprint pattern adds aesthetic appeal and would also provide additional soil hiding benefits and help to conceal cigarette burns.

FIBRE CONTENT: 100% Antron XL B.C.F. 4 ply Nylon produced by DuPont of Canada.

Antron XL Nylon is a proven yarn system from DuPont, engineered specifically for the commercial market. The "XL" stands for "extra large" and refers to the size of yarn filaments. The larger filaments are more resilient and will therefore be more crush resistant.

DYE SYSTEM: Space dyed: (intra-colour). Yarn is dyed two or more alternating colours along the length of the yarn prior to tufting. This dye method ensures colour tones are even throughout the yarn resulting in uniform carpet colour from both side to side and end to end.

PILE YARN WEIGHT: 40.0 ozs. per square yard.

GAUGE: 5/32"

PILE HEIGHT: 8/32"

STITCHES PER INCH: 9.7

WIDTH: 12'

.... /2

PRODUCT RECOMMENDATION TO HAMILTON CONVENTION CENTRE CONT'D

<u>PRIMAR BACKING:</u>	- 100% Woven Polypropylene
<u>DENSITY:</u>	15.5 Kilotex/cm ²
<u>TUFT BIND:</u>	Exceeds C.G.S.B. 4-GP-129
<u>SECONDARY BACKING:</u>	Action Bac Synthetic backing, does not promote growth of bacteria, resists mildew.
<u>STATIC CONTROL:</u>	Antron XL Nylon has built-in static control which is guaranteed for the life of the carpet. Static generation will not exceed 3.5 KV at 20% relative humidity and 21°C. for the useful life of the carpet.
<u>LIGHT FASTNESS:</u>	Exceeding L-4
<u>FLAMMABILITY CRITERIA:</u>	Carpet shall pass C.G.S.B. Standard 4-GP-155M, all applicable fire codes and all regulations as outlined in application for direct glue down S102.2.79 tunnel test. Carpet will meet the standards as specified by 1980 N.B.C. requirements.
<u>COLOUR:</u>	Custom colouration to be approved by Hamilton Convention Centre.
<u>DELIVERY:</u>	Mid July, if Letter of Intent received by May 15, 1988. Our mill closes for 2-week annual vacation July 18th to August 2nd, 1988.
<u>QUANTITY:</u>	6000 square yards
<u>BUDGET PRICE:</u>	Textured loop multi-colour: \$25.99 square yard Textured loop multi-colour overprinted with custom screen of Hamilton Convention Centre logo: \$30.99 square yard Above prices include Federal Sales Tax. Provincial Sales Tax extra. F.O.B. Hamilton.
<u>CARPET WEAR GUARANTEE:</u>	10 year Harding Wear Guarantee

PRODUCT RECOMMENDATION TO HAMILTON CONVENTION CENTRE CONT'D

INSTALLATIONS:

- Ottawa Airport - completed early 1986
- Windsor Airport - completed fall 1987
- Sudbury Airport - completed fall 1987

This product at 32 ozs. pile weight has become the Ministry of Transportations standard specification for all airport terminal installations.

May 18, 1988

With reference to the attached recommendation, and to the direction of the Commission to investigate further the warrants for installation of the above, it has been determined that such and further for the three above named Convention Centres is recommended for approval.

The installation of the above is similar to that which would be done in a house, and this installation will be covered in the attached report.

William J. Proulx
Director
Hamilton Convention Centre

WJP:sa
JJP:sa



HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

Tel. 416/523-5883

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR ON THE
INSTALLATION OF CONVECTION OVENS IN THE RE-DESIGNED KITCHEN

May 13, 1988

With reference to the attached recommendation, and to the direction of the Committee to investigate further the warranty for installation of the ovens, it has been determined that parts and labour for the three Bakers Pride Convection Ovens is guaranteed for one year.

The installation of the ovens is similar to that which would be done in a house, and this installation will be covered in the Kitchen Tender.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: William J. Penfold, Director

DATE: April 18, 1988

Hamilton Convention Centre

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D _____ OR EXECUTIVE and
HAMILTON CONVENTION CENTRE COMMITTEES _____ X

SUBJECT: Kitchen Expansion

RECOMMENDATION: APPROVAL OF THE PURCHASE OF THREE BAKERS PRIDE CONVECTION OVENS THROUGH STAINLESS STEEL PRODUCTS LIMITED AT THE TOTAL COST OF \$18,197.49. **

BACKGROUND:

Attached is a self-explanatory memorandum from the Operations Manager of the Convention Centre outlining the tender for the three Ovens required in the Kitchen Expansion in July. The Bakers Pride ovens are the same type as are presently installed.

A copy of the Tender Analysis and Forms of Tender are also attached. Ten suppliers were requested to bid, and four replied.

William J. Penfold
Director
Hamilton Convention Centre

**

May 31, 1988

WJP:bg
Attch.

With Provincial Sales Tax calculated at 8% (as from May 2, 1988) the total cost will be \$18,367.56.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. William J. Penfold, Director, HCC

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: April 12, 1988

SUBJECT: Convection Ovens

As part of the kitchen expansion anticipated in July of this year, we require three Bakers Pride Convection Ovens Model X702 without legs and base enclosure. These are exactly the same units which we presently have in the Centre, and we have been very satisfied with these ovens over the years. These are double units and will provide an extra six ovens for food preparation.

Tenders were issued by the Manager of Purchasing for the supply and delivery of these units. The installation costs will be included in the overall tender for the kitchen expansion. The results of the tender are as follows:

* 1.	Stainless Steel Products Limited	\$18,197.49
2.	Conway Restaurant Supply Limited	\$18,197.49
3.	Hamilton Store Fixtures Ltd.	\$19,221.48
4.	Russell Food Equipment Limited	\$21,080.07

All prices are inclusive of Provincial Sales Tax. A copy of the tender analysis and forms of tender are attached for your information and reference.

I recommend we proceed with the purchase of the Bakers Pride Convection Ovens through Stainless Steel Products Limited, in accordance with their quotation, for the total cost of \$18,197.49.

* NOTE: PST changed May 2, 1988 -

Revised prices below include 8% PST

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

1. Stainless Steel	\$18,367.56
2. Conway Restaurant Supply	\$18,367.56
3. Hamilton Store Fixtures	\$19,401.12
4. Russell Food Equipment	\$21,277.08

May 31, 1988

SHD:bg
Attchs.

March 29, 198

TENDER ANALYSIS

SUPPLY AND DELIVERY OF THREE CONVECTION OVENS
HAMILTON CONVENTION CENTRE

	<u>TOTAL PRICE</u>	<u>CANADIAN CONTENT EVALUATED PRICE</u> <u>INCLUDING ONTARIO SALES TAX</u>
Conway Restaurant Supply Limited	\$18,197.49	\$15,906.17
Stainless Steel Products Limited	\$18,197.49	\$16,233.18
Hamilton Store Fixtures Ltd.	\$19,221.48	\$16,684.25
Russell Food Equipment Limited	\$21,080.07	\$18,503.85

-14-

Ten suppliers were requested to bid

In Attendance : Ald. Hinkley
Mr. Simpson
T. Bradley

CONWAY RESTAURANT SUPPLY LIMITED

A WHOLLY OWNED SUBSIDIARY OF BRUCE EDWARDS ENTERPRISES LIMITED



123 BREITHAUPT ST.
KITCHENER, ONTARIO
N2H 5G9

BUS: (519) 745-5111
BUS: (519) 742-8071
FAX # (519) 742-0880

DATE: March 28, 1988

TO: The Corp. of the City of Hamilton.

FROM: Conway Restaurant Supply Limited

ATTN: E.A. Simpson Esq.
City Clerk.

SUBJECT: Tender for Ovens - Reference: T11-1-88

The following is our quotation re: above.

CONWAY RESTAURANT SUPPLY LIMITED.

PER:

Roger G. Neilson

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND DELIVERY OF THREE (3) CONVECTION OVENS

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and deliver the above in accordance with specifications issued by the Manager of Purchasing March 11, 1988 at the following prices:

	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Daker's Pride Convection Oven Model X702 as specified 3 @	\$5669.00	\$17,007.00
Provincial sales tax extra at 7%		\$1,190.49
TOTAL NET PRICE		\$18,197.49

CONWAY RESTAURANT SUPPLY LIMITED
Name of Tenderer

123 BREITHAUPT STREET, KITCHENER, ONTARIO. N2H 5C9
Street Address of Tenderer, including postal code

Authorized Signature

Roger G. Neilson

Please print name

(519) 745-5111
Telephone Number

March 28
Date of Tender

1988

*-- See Note

A price preference of 15% will be applied in respect of the Canadian content of goods and services supplied under the requirements of this Tender. The following items are to be excluded from this policy - any item covered by the Canada/U.S. Auto Pact and Sodium Chloride.

Canadian Content is as defined by the Canadian General Standards Board, Standard CAA, CAN2-147.3-82, a copy of which is attached.

Bidders must state the value of imported goods and services to be supplied under the requirements of this contract, and an officer of the company must certify by signing below that the amount stated is correct. Supporting documents must be available and supplied to the City, if required, to support the stated amount. Failure to complete the statement will be interpreted to mean there is zero Canadian Content.

If the content information is found to be incorrect, the bid may be rejected and the Bidder may be disqualified from all future bidding.

Canadian Content Determination (calculation based on knowledge of imported costs)
See Example 4.1 and 4.2

Total Actual Bid (net Tender total including all Federal and Provincial Sales Taxes, Excise Taxes and Customs Tariffs). Trade-in values not to be included in total. See Definition 2.1 and 2.1.1

(A) \$ 18,197.4

Value of imported costs relating to directly and indirectly imported materials, labour, services, and overhead.
See definitions 2.1.2 or 2.1.3

(B) \$ 2,922.0

Canadian Content (A) line minus (B) line

(C) \$ 15,275.4

OR

Canadian Content based on Domestic Costs. See Example 4.2

(D) \$

Bid Evaluation

Total Bid (from Line (A) above)

\$ 18,197.4

Less 15% of Canadian Content (line (C) above)

✓ 2,291.3

Evaluated Bid

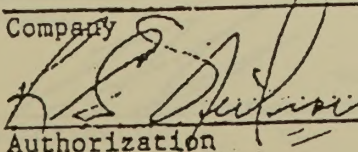
\$ 15,906.1

Certification of Canadian Content

I hereby certify that the Canadian Content as stated above is correct:

CONWAY RESTAURANT SUPPLY LIMITED

Company

 Roger G. Neilson.
Authorization

Title

March 28, 1988

Date

FORM OF TENDERSUPPLY AND DELIVERY OF THREE (3) CONVECTION OVENS

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and deliver the above in accordance with specifications issued by the Manager of Purchasing March 11, 1988 at the following prices:

	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Baker's Pride Convection Oven Model X702 as specified	\$ 5669.00	\$ 17007.00
Provincial sales tax extra at 7%		\$ 1190.49
TOTAL NET PRICE		\$ 18197.49 ✓

Stainless Steel Products Limited

Name of Tenderer

53 Craig Street, P.O. Box 162, Brantford, Ontario N3T 5M8

Street Address of Tenderer, including postal code

Authorized Signature

Bruce Sherritt, President
Please print name

(519) 752-6515

Telephone Number

March 28

Date of Tender

1988

* - See Note

A price preference of 15% will be applied in respect of the Canadian content of goods and services supplied under the requirements of this Tender. The following items are to be excluded from this policy - any item covered by the Canada/U.S. Auto Pact and Sodium Chloride.

Canadian Content is as defined by the Canadian General Standards Board, Standard CAA, CAN2-147.3-82, a copy of which is attached.

Bidders must state the value of imported goods and services to be supplied under the requirements of this contract, and an officer of the company must certify by signing below that the amount stated is correct. Supporting documents must be available and supplied to the City, if required, to support the stated amount. Failure to complete the statement will be interpreted to mean there is zero Canadian Content.

If the content information is found to be incorrect, the bid may be rejected and the Bidder may be disqualified from all future bidding.

Canadian Content Determination (calculation based on knowledge of imported costs)
See Example 4.1 and 4.2

Total Actual Bid (net Tender total including all Federal and Provincial Sales Taxes, Excise Taxes and Customs Tariffs). Trade-in values not to be included in total. See Definition 2.1 and 2.1.1 (A) \$ 18197.49

Value of imported costs relating to directly and indirectly imported materials, labour, services, and overhead. See definitions 2.1.2 or 2.1.3 (B) \$ 5102.10

Canadian Content (A) line minus (B) line (C) \$ 13095.39

OR

Canadian Content based on Domestic Costs. See Example 4.2 (D) \$

Bid Evaluation

Total Bid (from Line (A) above) \$ 18197.49

Less 15% of Canadian Content (line (C) above) \$ -1964.31

Evaluated Bid \$ 16233.18

Certification of Canadian Content

I hereby certify that the Canadian Content as stated above is correct:

..... Stainless Steel Products Limited

Company

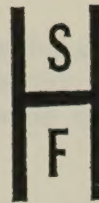
Authorization

..... President

Title

March 28, 1988

Date



Hamilton Store Fixtures Ltd.

206 KING STREET WEST, HAMILTON, ONTARIO L8P 1A5. TELEPHONE 528-4289 528-4299

A FULL SERVICE EQUIPMENT HOUSE

March 24, 1988

The Corporation of the
City of Hamilton
City Hall
Hamilton, Ontario
L8N 3T4

Attention: Mr. T. Bradley
Manager of Purchasing

Dear Mr. Bradley

Subject: T11-1-88 - OVENS

We take pleasure in submitting our quotation on the above mentioned tender.

The herein quoted price is DELIVERED TO YOUR PREMISES, BUT DOES NOT INCLUDE THE HOOKING UP OF THE SAID UNITS, WHEREVER APPLICABLE.

The herein quoted price will remain firm for a period of sixty (60) days from closing date of this tender.

Thanking you for this opportunity of quoting and if we can be of further service, please do not hesitate in contacting us.

Yours very truly

HAMILTON STORE FIXTURES LTD.

Paul Gaffe
General Manager

js
Enc.

WE CARRY
100,000
ITEMS
IN STOCK



ANCHOR HOOKING
BAKER'S PRIDE
BEAR MIXERS
BERKEL
BLAKESLEE
BUNN-O-MATIC
CAMBRO
CLEVELAND
CURTIS
FOSTER
GARLAND
HENCKEL
HOBART
ICE-O-MATIC
LIBBEY-ST. CLAIR
LITTON
MANITOWOC
MARKET FORGE
METROPOLITAN WIRE
MICHIGAN MAPLE
MOFFAT-VULCAN
ONEIDA
REGO CHINA
ROSS-TEMP
RUBBERMAID
SPRAYWAY
STEELITE
SYRACUSE
VOLLRATH
WEAR-EVER

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND DELIVERY OF THREE (3) CONVECTION OVENS

E. A. Simpson. Esq.
City Clerk
City Hall. Hamilton

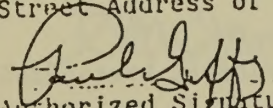
Dear Sir:

We, the undersigned, hereby agree to supply and deliver the above in accordance with specifications issued by the Manager of Purchasing March 11. 1988 at the following prices:

	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Baker's Pride Convection Oven Model X702 as specified	\$5,988.00	\$ 17,964.00
Provincial sales tax extra at 7%		\$ 1,257.48
TOTAL NET PRICE		\$ 19,221.48 ✓

HAMILTON STORE FIXTURES LTD.
Name of Tenderer

206 KING STREET WEST, HAMILTON, ONTARIO L8P 1A5
Street Address of Tenderer. including postal code


Authorized Signature

PAUL GAFFE

Please print name

(416) 528-4289
Telephone Number

MARCH 24, 1988
Date of Tender

1988

* - See Note

- 22 -

A price preference of 15% will be applied in respect of the Canadian content of goods and services supplied under the requirements of this Tender. The following items are to be excluded from this policy - any item covered by the Canada/U.S. Auto Pact and Sodium Chloride.

Canadian Content is as defined by the Canadian General Standards Board, Standard CAA, CAN2-147.3-82, a copy of which is attached.

Bidders must state the value of imported goods and services to be supplied under the requirements of this contract, and an officer of the company must certify by signing below that the amount stated is correct. Supporting documents must be available and supplied to the City, if required, to support the stated amount. Failure to complete the statement will be interpreted to mean there is zero Canadian Content.

If the content information is found to be incorrect, the bid may be rejected and the Bidder may be disqualified from all future bidding.

Canadian Content Determination (calculation based on knowledge of imported costs)
See Example 4.1 and 4.2

Total Actual Bid (net Tender total including all Federal and Provincial Sales Taxes, Excise Taxes and Customs Tariffs). Trade-in values not to be included in total. See Definition 2.1 and 2.1.1 (A) \$ 19,221.48

Value of imported costs relating to directly and indirectly imported materials, labour, services, and overhead. See definitions 2.1.2 or 2.1.3 (B) \$ 2,306.57

Canadian Content (A) line minus (B) line (C) \$ 16,914.

OR

Canadian Content based on Domestic Costs. See Example 4.2 (D) \$

Bid Evaluation

Total Bid (from Line (A) above) \$ 19,221.48

Less 15% of Canadian Content (line (C) above) \$ 2,537.23

Evaluated Bid \$ 16,684.25

Certification of Canadian Content

I hereby certify that the Canadian Content as stated above is correct:

HAMILTON STORE FIXTURES LTD.

Company

Authorization

..... GENERAL MANAGER

Title

MARCH 24, 1988

Date

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND DELIVERY OF THREE (3) CONVECTION OVENS

E. A. Simpson. Esq.
City Clerk
City Hall. Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and deliver the above in accordance with specifications issued by the Manager of Purchasing March 11, 1988 at the following prices:

	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Baker's Pride Convection Oven Model X702 as specified	\$ 6567. ⁰⁰	\$ 19,701. ⁰⁰
Provincial sales tax extra at 7%		\$ 1379. ⁰⁷
TOTAL NET PRICE		\$ 21,080. ⁰⁷

B.A.

RUSSELL FOOD EQUIPMENT LIMITED
Name of Tenderer

1470 THE QUEENSWAY, TORONTO, ONTARIO, M8Z-1T5
Street Address of Tenderer, including postal code

G. Ian Jameson
Authorized Signature

416, 252-3116
Telephone Number

G. Ian Jameson
Please print name

March 29/88
Date of Tender

1988

* See Note

- 24 -

A price preference of 15% will be applied in respect of the Canadian content of goods and services supplied under the requirements of this Tender. The following items are to be excluded from this policy - any item covered by the Canada/U.S. Auto Pact and Sodium Chloride.

Canadian Content is as defined by the Canadian General Standards Board, Standard CAA, CAN2-147.3-82, a copy of which is attached.

Bidders must state the value of imported goods and services to be supplied under the requirements of this contract, and an officer of the company must certify by signing below that the amount stated is correct. Supporting documents must be available and supplied to the City, if required, to support the stated amount. Failure to complete the statement will be interpreted to mean there is zero Canadian Content.

If the content information is found to be incorrect, the bid may be rejected and the Bidder may be disqualified from all future bidding.

Canadian Content Determination (calculation based on knowledge of imported costs)
See Example 4.1 and 4.2

Total Actual Bid (net Tender total including all Federal and Provincial Sales Taxes, Excise Taxes and Customs Tariffs). Trade-in values not to be included in total. See Definition 2.1 and 2.1.1

(A) \$ 21080.07

Value of imported costs relating to directly and indirectly imported materials, labour, services, and overhead.
See definitions 2.1.2 or 2.1.3

0.12% (B) \$ 2576.86

Canadian Content (A) line minus (B) line

(C) \$ \$1850.21

OR

Canadian Content based on Domestic Costs. See Example 4.2

(D) \$ _____

Bid Evaluation

Total Bid (from Line (A) above)

\$ 21080.07

Less 15% of Canadian Content (line (C) above)

\$ 2775.40

Evaluated Bid

\$ \$18304.67

Certification of Canadian Content

I hereby certify that the Canadian Content as stated above is correct:

Company

Authorization

Date

Title



REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR FOR APRIL, 1988

May 20, 1988

INTRODUCTION

April was a fantastic month for the Centre, and in fact was the best April for revenue since the Centre opened in 1981. Revenue was 58% over budget and 30% over 1987 for a total of \$287,000. For the year, the Centre is 14% over revenue budget, and 6% over 1987.

OPERATIONS

Conventions and Trade and Consumer Shows took the centre stage for the month, with the following conventions being held: Emergency Care (375), Ontario Electrical League (900), Ministry of Revenue (40), Assessment Review Board (40), Critical Care (900).

Trade and consumer shows included Unicorn Systems (5,700), the Wee Two Doll Show (800), Canadian Sanitation Supply (1,000), Harpers Wholesale (450) and the A & P/Spectator Food Fair (20,000). Chippendales was the headline show for the month with 1,100 attending.

Some of the banquets during the month were for the Department of Culture and Recreation (800), and the Canadian Club (500).

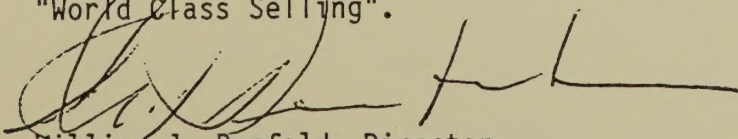
SALES

Sales for the month were \$254,000 vs. \$309,000 in 1987. Results showed the figure down from the figure of \$302,000 budgeted for April.

It is noteworthy that four conventions were confirmed during the month; they were The Ontario Fruit and Vegetable Growers (80) in 1988; Municipal Electrical Association (200) in 1988; Certified General Accountants Association (250) in 1990; and the Canadian Food Industry (300) in 1992.

The Sales personnel are continuing their training with medical tapes from the Provincial Convention Management Association outlining methods to secure medical conventions. Additionally, CareerTrack Seminars and tapes (i.e. "A Passion for Excellence") are in use.

Also during April, the Phillip Russell Sales Seminar at the Royal Connaught was attended by the Sales personnel. The title of the Seminar was "World Class Selling".


William J. Penfold, Director
Hamilton Convention Centre

WJP:bg

5.3.1 Hamilton Convention Centre Committee
Minutes of April 25, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, April 29, 1988

08:00 hours

Webster "C", HCC

PRESENT: Mr. Terry E. Yates, Chairman
 Alderman Reg. Wheeler, Vice-Chairman
 Mr. Norman Levitt
 Mrs. Mary Dow
 Mr. Frank D. Nardis

ALSO PRESENT: Mr. Brian K. Conacher
 Managing Director/CEO, HECFI
 Mr. William J. Penfold
 Director, Hamilton Convention Centre
 Mr. John A. Leuser
 Director, Finance/Administration, HECFI
 Mr. Rick Mercey - Harding Carpets
 Ms. Anne Brooks - Harding Carpets
 Mrs. B. Goddard, Secretary

REGRETS: Mr. Duncan M. Beattie
 Alderman Brian Hinkley

Chairman's
 Remarks

1. Chairman's Remarks

The Chairman called the meeting to order at 08:00 and welcomed Mr. DiNardis to his first meeting of the committee.

Minutes of
 Previous
 Meeting

2. Minutes of previous meeting

It was MOVED by Alderman Wheeler, seconded by the Chairman (vacating the Chair) -

THAT THE MINUTES OF THE REGULAR MEETING HELD FRIDAY, MARCH 25, 1988, BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters
 arising from
 previous
 meeting

3. Matters arising from the previous meeting

It was established that all matters included in the Follow-up from the previous meeting had been dealt with as directed by the Committee.

Director's
Report

4. Director's Report for March 1988

The Director, HCC, presented his report as follows:-

"INTRODUCTION - The Centre is on budget for the first quarter of 1988, and is about 4% down when compared to 1987. For March, the facility was 6% under budget and 8% under 1987 at \$198,000.

SALES - Sales are also running on budget for the quarter, being just over \$1,000,000. While January and February were down, March was a very successful month and the quarterly budget was attained. Convention Sales are doing well with eight conventions acquired in the first three months of 1988 and other tentative conventions in the mill. Wedding sales are decreasing; this can be expected because of the restrictions to the facility on advertising and sales solicitations.

OPERATIONS - A very successful Home Show was held during the month with 20,000 attendees. Ontario Marketing, the producers of the Show, were very happy with the results, and in fact are looking for the Centre to build more space. This is a subject that Management has taken up with the City Architect, and an answer is expected some time within the next month.

Some other Shows during the month were the School Science Fair with 2,400, the Hamilton Philharmonic Orchestra with 330 and the Texaco Canada Trade Fair with 300.

Two conventions were held, one being the French Teachers with 250 and the other, the Canadian Centre for Occupational Health and Safety, with 125.

Important dinners during the month were the Stelco Dinner, the McMaster Athletic Awards, the Wearing of the Green banquet, and both the Girl Guides and Boy Scouts.

GENERAL - A new Hotel has opened on the south-west corner of the Queen Elizabeth Way and Centennial Parkway - the Signature Inn, Stoney Creek. It has 144 rooms and can supply 100 rooms for conventions. Opening rates are single from \$44.95 and double from \$49.95. The addition of the 100 rooms for conventions, while not downtown, adds to the ability of Hamilton to host delegates; however, travel facilities (buses) may have to be included with any bid if delegates stay at this property.

PERSONNEL - New Staff: Margaret Lees has been selected to replace Arlene Murphy as the new Events Co-ordinator. Mrs. Lees was an excellent addition to the Banquet Office as the Banquet Secretary, and won her new position in competition with other Convention Centre personnel and "City" employees who had applied when the position was posted. Mrs. Lees has an excellent resume, having at one time run her own company with her husband, and worked at several other organizations in sales and co-ordination jobs.

Problem Area It is becoming readily apparent that one full-time Maintenance person in the Facility is not enough, and that the building is rapidly approaching the time when a Maintenance Assistant will have to be added to the Staff. The Facility is now seven years old and new maintenance problems are springing up, so that the one maintenance man that we have now is getting behind. Tables, chairs, bars and other items that need repair are piling up in the Loading Dock. Additionally, the busy building requires a maintenance person to be available when clients are here, because from time to time matters arise which require his services. One person is not enough, especially when one considers sickness, holidays and other times when the primary Maintenance Man must be off. Management will keep the Committee advised of this problem, and when another maintenance person is required, the request for hiring will be forwarded to the Committee for approval."

A discussion took place on the last item of the Report-Problem Area - with members speculating on the possibility of putting out repair jobs to "small" businesses who would pick up and return items, but were informed by the Director that the cost was too prohibitive. It would not solve the problem either, as the need was for two full-time personnel, as one full-time and one part-time were not enough to service all the functions. Mr. Levitt suggested Amity, who, the Chairman agreed, do excellent work. However, the Managing Director pointed out that with the facility becoming so much busier, there is a definite need for a maintenance person to be here seven days a week. The present full-time Maintenance Supervisor works a lot of overtime and this is at time and a half.

Other matters discussed were carpet cleaning (about which the Director informed the members that recent problems in the cleaning company had been resolved), and the members were also notified that the Centre will shortly have a new

April 29, 1988

Page 4

cleaning machine for the carpeting similar to the one at Hamilton Place.

It was MOVED by Mr. Levitt, seconded by Mr. DeNardis -

THAT THE DIRECTOR'S REPORT FOR MARCH, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Corres-
pondence

5. Correspondence

It was MOVED by Mr. Levitt, seconded by Mr. DeNardis -

THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION

MOTION CARRIED

Client
Evaluations

6. Client Evaluations

It was MOVED by Mr. DeNardis, seconded by Mrs. Dow -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited
Operating
Results to
March 31/88

7. Unaudited Operating Results for Quarter to March 31, 1988

The Director, Finance/Administration, presented this report as follows:-

"The Convention Centre realized for the month of March and the first quarter ended March 31, 1988 budgetary surpluses of approximately \$11,723 and \$59,179, respectively.

"The budgetary surpluses arose primarily due to actual expenditures for the month and first quarter being under that budgeted by \$24,796 or 9.7% and \$62,037 or 8.8%, respectively."

Following clarification on various items by the Director, it was MOVED by Alderman Wheeler, seconded by Mrs. Dow -

THAT THE UNAUDITED OPERATING RESULTS FOR THE QUARTER ENDED MARCH 31, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretar

Other
Business

Capital
Projects

8. Other business

**8.1 Approval to proceed with Capital Projects provided
for in the 1988-1992 Capital Budget Programme**

The following recommendation was discussed by the committee:

"That the HECFI Executive Committee be requested to recommend to the HECFI Board approval to proceed with the following capital projects as provided for in the 1988 portion of the 1988-1992 Capital Budget Programme for the Hamilton Convention Centre, and to recommend the method of financing:

Various Equipment Replacements and Additions	\$ 53,000
Carpet Replacement	\$300,000
	\$353,000

It was explained by the Director, HCC that action by the committees to recommend Board approval to proceed would bring the \$353,000 in capital funds from the City to the HECFI Accounts. Approval for the various equipment replacements and additions and the carpet replacement had yet to be sought from the Committee. This action, therefore, was an administrative function.

Following a brief discussion, it was MOVED by Mr. DeNardis, seconded by Mrs. Dow -

THAT THE RECOMMENDATION OF THE DIRECTOR TO REQUEST APPROVAL TO PROCEED WITH THE CAPITAL PROJECTS (VARIOUS EQUIPMENT REPLACEMENTS AND ADDITIONS, \$53,000 AND CARPET REPLACEMENT, \$300,000) BE APPROVED AND FORWARDED TO THE HECFI EXECUTIVE COMMITTEE FOR RECOMMENDATION TO THE HECFI BOARD OF DIRECTORS

Secretary

MOTION CARRIED

Mr. Levitt abstained from voting, as he was not present when these capital items were discussed at a previous meeting.

8.2 Kitchen Expansion

The Director explained to the committee that authority was required to purchase three Bakers Pride Convection Ovens through Stainless Steel Products Limited at the total cost of \$18,197.49. He strongly recommended the purchase of these particular ovens as they were similar to those already installed at the Centre, which had been entirely satisfactory. There was some discussion regarding the guarantee

Kitchen
Expansion
- Ovens

April 19, 1988

Page 6

provided by Stainless Steel Products, and concern expressed about future problems once installation had been completed.

It was MOVED by Alderman Wheeler and seconded by Mr. DeNardis -

THAT THE RECOMMENDATION TO PURCHASE THREE NEW BAKERS PRIDE CONVECTION OVENS BE TABLED UNTIL THE NEXT MEETING IN ORDER THAT THE MATTER OF GUARANTEES COULD THEN BE CLARIFIED FOR THE MEMBERS

Director

MOTION CARRIED

New Carpet
for Centre

8.3 New Carpeting for Convention Centre

A long discussion took place on this subject. The Director, HCC, pointed out that the present carpet has been in use for seven years - the length of time the installers had quoted as its life. Judging from the appearance of the carpet in several of the meeting rooms, there was no doubt it was time for replacement.

The pros and cons of replacing all the carpet as opposed to just the parts that were in really bad shape were debated; the members differed in opinion as to the appearance of the building with different carpet installed in some rooms so that the best of the old could be kept in use another few years. The Managing Director pointed out that the projected life of the carpet was expired now, and that although its replacement could be put off for even two years, by then it would be in really bad shape. He agreed with the Director - it should not be done in bits and pieces. There could be no guarantee that colour shades would match unless all the carpet were purchased at the same time.

Both Alderman Wheeler and Mr. Levitt had feelings of caution in spending the money and thought that the present carpet, if promptly repaired when necessary, and cleaned at more frequent intervals, would last longer. Mr. Levitt had asked two people he knew in the carpet business to assess the carpet, and he suggested vinyl pads be placed in places such as in front of the elevators and escalators; he thought from what he had been told, that the present carpet could be made to last another two years.

Concern was expressed regarding the colour match for any parts of the new carpet which became worn, and another suggestion was made that a phase-in programme could be used. Mrs. Dow agreed with the Director that the replacement

April 29, 1988

Page 7

should be done all at once, whether now or in another two or three years, but also thought it was a great amount of money to spend in one go. Alderman Wheeler was concerned that enough of the run should be available for any future requirement, and where it would be kept, saying he would want to be sure of a colour match.

Maintenance seemed to be Mr. Levitt's main concern, and the Director pointed out that it takes three or four days for the whole carpet area to be steam-cleaned, which is why the job can be done regularly only twice a year - usually in July and December. The rest of the time, spot-cleaning has to be relied on.

Mr. DeNardis mentioned the carpet in Hamilton Place which has a heavy traffic load, but very few problems with food. This led the committee to discuss the possibility of the two facilities being re-carpeted under the same contract, which would no doubt produce an economic advantage for HECFI. The Director pointed out that Harding, the proposed supplier, would purchase the carpet fibre from Dupont for the two buildings, and there need not necessarily be a colour match between the two buildings. Alderman Wheeler agreed that the savings would be too good to miss. The Managing Director suggested that the matter should be discussed by Mr. Penfold and Mr. Burrows (Director, Hamilton Place) to determine what would be needed. Then it could be presented to the committee - it was possible the whole job could be done for both facilities using the \$300,000 in the budget, instead of the lower figure for the Centre alone. It would mean the matter being reopened by the Hamilton Place Committee, as the matter of carpet for that facility had been deleted from their 1988 budget and put into 1989.

Director

The Director explained that the City Purchasing Manager had obtained quotations from manufacturers, and that the Harding quote of \$26 per square yard, guaranteed for ten years, and not to unravel, was the best available. When it came time for installation, the Centre would buy it from the installer.

The representatives of Harding Carpet, Mr. Rick Mercey and Ms. Anne Brooks, were invited to join the meeting and answer questions from the members. Several points raised were explained in detail, such as underpadding (which would prolong the life of the carpet, but only by 15/20% and was not recommended) as opposed to gluing the carpet straight to the floor; the availability of additional carpet of the same run and colour; how problems requiring replacement would be dealt with; how the Centre and Hamilton Place

April 29, 1988

Page 8

could be advantaged by being included in the same contract-
Mr. Mercer said certainly there would be a price advantage;
the question of guarantee - Mr. Mercer confirmed that this
was backed by both Harding and Dupont.

Mr. Mercer stated that his company worked very closely with
the people installing their product, and that a maintenance
programme could be worked out.

Following the departure of the Harding representatives, the
committee discussed the matter further, deciding definitely
against having the carpet printed with the HCC Logo, and

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT MANAGEMENT INVESTIGATE THE MATTER OF THE \$300,000 IN
THE BUDGET AND SEE WHERE IT WOULD LEAD IN THE MATTER OF
YARDAGE FOR BOTH HAMILTON PLACE AND THE CONVENTION CENTRE,
AND RETURN WITH ANOTHER RECOMMENDATION

MOTION CARRIED

Business Plan
Amendment

8.4 Business Plan for 1988 - Amendment

The direction of the committee made previously had been
followed and the Director, HCC presented revised pages 13-15
of the Business Plan for 1988.

It was MOVED by Mrs. Dow, seconded by Mr. DeNardis -

THAT THE AMENDED PAGES 13-15 OF THE BUSINESS PLAN BE
FORWARDED TO THE BOARD OF DIRECTORS FOR APPROVAL AND
INSERTION INTO THE BUSINESS PLAN FOR HECFI FOR 1988

MOTION CARRIED

During discussion, Mr. Levitt expressed concern that a
function put on by the Hamilton Philharmonic Orchestra
(Casino Night) on May 13th, was to take place at the Holiday
Inn. He wanted to be certain this would not by-pass the
Convention Centre again, as he thought it should have been
held here. The Director said he would check on the reason
why, and the Chairman reminded the members that the Centre
cannot solicit local business, so unless the Philharmonic
asked to come here, they could not be asked to do so.
Alderman Wheeler pointed out that it isn't always a good
thing for local business to be here, as it demonstrates that
local organizations do not use the Centre for all their
events.

Director

Secretary

Director

New
Business

Donated
Wine

Removal of
Signage from
East Wall

Motion to
Move In
Camera

9. New Business

9.1 Donated Wine

Following a short discussion, it was MOVED by Alderman Wheeler, seconded by Mrs. Dow -

THAT THE HAMILTON CIVIC HOSPITALS FOUNDATION BE ALLOWED TO SERVE DONATED WINE, THE QUANTITY TO BE IN ACCORDANCE WITH PREVIOUS COMMITTEE DIRECTION, AT ITS GALA EVENING DINNER TO BE HELD WEDNESDAY, NOVEMBER 30, 1988

MOTION CARRIED

9.1 Signage on East Wall of Government Office Tower

The Director, HCC explained to the members that the signage on the east wall of the Government Office Tower has been rendered ineffective since the erection of the Commerce Place building. In order to comply with the legislation which directs that all signs are to be duplicated in French by November 1989, the Ministry of Government Services and the Convention Centre would be paying \$725. per letter to have the sign duplicated in its present position. The Property Manager of the building has suggested that the sign be removed altogether, thereby saving the Convention Centre alone the sum of almost \$20,000. However, the Director stated he would like the Centre to retain the letters and have them relocated on the west side of the building on the Convention Centre wall itself.

It was MOVED by Alderman Wheeler, seconded by Mr. Levitt -

THAT THE CONVENTION CENTRE COMMITTEE COMPLY WITH THE SUGGESTION OF THE PROPERTY MANAGER OF THE ONTARIO GOVERNMENT OFFICE TOWER AND HAVE THE SIGNAGE REMOVED FROM THE EAST WALL OF THE OFFICES. THE LETTERS WOULD BE RETAINED BY THE CONVENTION CENTRE FOR RELOCATION ON THE WEST WALL OF THE CONVENTION CENTRE ITSELF

MOTION CARRIED

10. Motion to Move In Camera

It was MOVED by Mr. Levitt, seconded by Mrs. Dow -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Secretary

Secretary

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

April 29, 1988

Page 10

Motions
Carried
In Camera

11. Motions carried during In Camera Session

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE, WITH REGRET, DOES NOT WISH TO MAKE ANY CHANGES TO PRESENT BOOKINGS OF SPACE IN THE CONVENTION CENTRE WHICH WOULD INCONVENIENCE OR CAUSE THE LOSS OF ESTABLISHED REPEAT CLIENTS

THAT THE SALES REPORTS FOR MARCH, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MARKETING SERVICES REPORT FOR THE MONTH OF APRIL 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIRST QUARTER ENDED MARCH 31, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS (BY THE HECFI EXECUTIVE COMMITTEE)

THAT THE MONTHLY OVERVIEW (SALES DEPARTMENT) BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY EVENT REVENUE REPORT DATED MARCH 31, 1988 BE APPROVED AND RECEIVED FOR INFORMATION

Date of next
Meeting

12. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, May 27, 1988, and that the In Camera portion of the Agenda would be dealt with prior to the Regular meeting.

Motion for
Adjournment

13. Motion for Adjournment

It was MOVED by Mrs. Dow, seconded by Alderman Wheeler -

THAT THE MEETING BE ADJOURNED AT 10:05 HOURS

MOTION CARRIED

Taken as read and approved,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

5.4 Hamilton Place Committee Fourth Report



REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF MAY 26, 1988

The Hamilton Place Committee presents its FOURTH REPORT and submits the following for information:

1. Facility Marketing

- Hamilton Place Show Promotion of individual attractions is covered in the Marketing Services Report - May 1988.
- The Marketing Research Report - attached - prepared by TRIMAC was studied, discussed and received for information.
- Mr. Burrows rated the report a very good and professional effort of value to our planning.

2. Marketing Services Report

The Committee reviewed and received for information this report -
- prepared by Mary Webb, Marketing Services Manager.

3. Assistant Director, Hamilton Place - Report - attached

The report was received for information.

3.1 Roof Replacement

- An estimated cost, received from Trow Inc. consultants, just prior to this meeting, was reported: \$300,000 - \$400,000.
- Trow Inc. are to prepare tender specifications at a cost of \$2,000.
- Tender documents, prepared in co-operation with the City, will be reviewed by the Committee prior to submission to the HECFI Board for consideration and approval.

3.2 Carpet Replacement

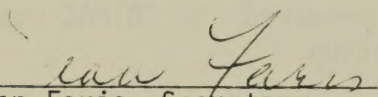
Harding Carpets will provide cost estimates based on Hamilton Place requirements added to Convention Centre requirements. Full information will be available prior to the June Committee meetings.

4. Consolidated Unaudited Operating Results

The report was received for information for the period ended April 30, 1988.

Respectfully submitted,

Sam M. Cino, Chairman



Jean Faris, Secretary

HAMILTON PLACE MARKETING RESEARCH REPORT

RE: MONTHLY CALENDAR SUBSCRIBERS

PREPARED FOR

MR. T. BURROWS
(HAMILTON PLACE GENERAL MANAGER)

AND

DR. K. DEAL
(SUPERVISING PROFESSOR)

PREPARED BY

TRIMAC RESEARCH:

ANTONIO MADDALENA
CYNTHIA MONTESANTO
STEVE POCRNIC
BRUCE WILSON

APRIL 11, 1988

EXECUTIVE SUMMARY

- > Females comprise the majority of subscribers.
- > Female subscribers prefer to order tickets in advance.
- > Over 75% of subscribers would take advantage of the new telephone option.
- > Over time, subscribers have experienced a decrease in satisfaction with the program of events.
- > Subscribers would like to see higher profile entertainment.
- > Subscribers prefer live theatre to movie theatre.
- > Subscribers are very happy with the service provided by the employees and events support staff of Hamilton Place.
- > Over 82% of subscribers feel that their subscription has been worthwhile.
- > Over 94% of subscribers indicated a tendency to renew their subscription.

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
STATEMENT OF RESEARCH OBJECTIVES	3
RESEARCH METHODOLOGY	5
FINDINGS	10
SUMMARY AND CONCLUSIONS	33
MARKETING RECOMMENDATIONS	38
METHODOLOGICAL LIMITATIONS	40
APPENDICES LEGEND	A1
APPENDIX A -TABULATED QUESTIONNAIRE AND CODING MANUAL	A2
APPENDIX B -PRIMARY OBJECTIVES STATISTICAL ANALYSIS	B1
APPENDIX C -SECONDARY OBJECTIVES STATISTICAL ANALYSIS	C1
APPENDIX D -SUPPLEMENTARY	D1

5.0 SUMMARY AND CONCLUSIONS

The following conclusions will be discussed with reference to the research objectives.

Primary Objective:

- I. Overall, female calendar subscribers are likely to exercise the advance mail option. 55.75% of all women surveyed preferred to order advance tickets by mail, contrary to their male counterparts who displayed no preference in their methods of ordering tickets. In view of the information presented, we would refute our hypothesis as the telephone displayed the smallest frequency of usage among respondents.
- II. Consistent with the hypothesis, subscribers expressed positive views towards the new option of ordering advance tickets by telephone. The results revealed that 78.57% of respondents would definitely or probably order their tickets in advance by telephone.
- III/IV. Over time, monthly calendar subscribers have become less satisfied with the program of events offered by Hamilton Place. Originally 97.61% of respondents were satisfied while only 64.97% of respondents are currently satisfied. In this respect,

satisfaction represents a response of very or slightly satisfied with the programming of events. These findings indicate that hypothesis III and IV, offer alternative explanations for respondents' attitudes.

Although it is apparent that satisfaction has definitely declined, we cannot say with certainty that this decline is attributable to a deterioration in the quality of program events. Instead, the decline may be attributable to internal cognitive changes of subscriber entertainment preferences.

Secondary Objective 1:

I. With respect to the typical demographic data displayed by respondents, the majority (57.3%) reside within the Hamilton area (Dundas, Ancaster and Stoney Creek). With respect to out of town subscribers, as many as 53.73% have become members of the subscription list within the last three years. This dominance exists only among out of town respondents, whereas the in-town respondents are normally distributed with respect to the recency of becoming a member.

In analyzing the purchasing habits of the mail order list, 21.7% of mail order subscribers failed to attend any Hamilton Place event within the past year. Of the 78.3% who did attend an event,

an average of 3 tickets per performance were purchased even though 2 tickets per event represented the most common response. On average, respondents attended four events during the past year.

The majority of respondents (85.3%) indicated that English was their mother tongue. Overall, respondents represent a wide variety of occupational categories.

In terms of musical tastes, over 70% of respondents indicated a preference for pop and classical music, with rock music being least preferred (37.4%). Predominant activities consist of those with a social and sports orientation (44.7%).

With respect to theatre preference, 92.7% of respondents expressed a favourable attitude towards live theatre. Both live theatre and movie theatre are equally enjoyed by 36.8% of respondents, while another 55.3% chose live theatre over movie theatre.

Hamilton Place calendar subscribers consist of many people of various age groups. Of these age groups, people between the ages 41-55 determine the largest segment of the population. This age group represents 43.6% of the calendar subscribers and presents an image of maturity.

The results indicate that 68.7% of the calendar subscribers'

average household income is in excess of \$35,000.

Overall, female responses contributed 72.6% of the total surveyed while males accounted for 27.4% of responses. With this in mind, we must advise that care be exercised in interpreting all results since the majority of respondents were female.

Secondary Objective 2:

- I. As a general consensus, Hamilton Place calendar subscribers find Hamilton Place employees, support staff and the services they provide commensurate with the level of excellence subscribers expect.

Hamilton Place employees provide its calendar subscribers very fine and commendable service. This opinion should be considered very representative since at least 85% of the respondents rated employees in each service category as providing an excellent or good service.

- II. When questioned about Hamilton Place facilities, 21.8% of respondents indicated some form of criticism. The major irritations expressed by respondents were slow concession service and lack of washroom facilities and drinking fountains. These irritations were mentioned by 29.4% and 20.6% of respondents

respectively. Among the major comments expressed by subscribers was a disappointment with the quality of entertainment. 23.6% of subscribers would like to see what they perceive as big name talent or high profile events. Other comments include not enough selection and depth, as well as slow service in mailing the advance calendars.

III. Although these criticisms pose a substantial barrier towards completely satisfying subscribers, this did not affect their attitude towards their subscription. Over 82% found their subscription to be either somewhat or very worthwhile. In view of this positive response, 94.3% also felt that they would either probably or definitely renew their subscription.

6.0 MARKETING RECOMMENDATIONS

Although an overwhelmingly positive attitude was expressed towards the new option of ordering advance tickets by telephone, the following recommendations may help to fully capitalize the opportunities provided by these positive responses:

- 1). Expand the in-house telephone answering facilities in order to enable Hamilton Place to maximize the potential advance telephone ticket purchases. This would alleviate the difficulties and delays by respondents when ordering tickets by telephone.
- 2). In order to rectify complaints regarding late delivery of calendars, Hamilton Place should ensure that clients receive the calendars well in advance so that they have an opportunity to exercise their right to purchase tickets in advance.

Realizing that 53.73% of out of town members have recently become subscribers of the advance calendar, an increase in out of town awareness is recommended since this segment may constitute a large portion of future market potential.

Promotion of the advance service could be influenced by the general attitude of convenience and advance planning displayed by the

subscribers. This action could help ensure that marketing dollars are achieving as high an impact as possible when soliciting potential subscribers.

Lastly, Hamilton Place should attempt to investigate the causes of the decline in satisfaction with the program of events, indicated by advance calendar subscribers. Possibly, further surveys could be included with the monthly calendar mailings. This would help substantiate the reasons to which the decreased satisfaction is attributed and provide ongoing feedback.

M E M O R A N D U M

May 24, 1988

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. Roof Replacement

The consultant's report and recommendation will be available just prior to the Committee meeting on Thursday, May 26th.

2. Carpet Replacement

Although we had been advised that the Capital Budget Committee had deferred the purchase of a new carpet until 1989, we have since learned that funds may be available from the Convention Centre budget for this purchase. Their estimated cost for the purchase of their new carpet is well below what was anticipated. Specifications and carpet samples have been made available to Harding Carpets who are preparing a bid for our consideration.

3. Marquee

A review of the design concept prepared by Burton Kramer Associates with modifications and the cost of carrying these out are being investigated.

4. Studio Theatre Riser Replacement

We are continuing to investigate the replacement or repair of the risers in the studio Theatre. They are becoming unsafe after fifteen years of use.

5. School Programming - Audience Development

THE PHANTOM OF THE OPERA, the final show of the current 1987/88 season has now opened and requests for tickets have been very encouraging. It would appear that this production will be one of our most successful this year.

U.S. AIR FORCE

MEMORANDUM FOR THE RECORD

SUBJECT: [Illegible]

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5.4.1 Hamilton Place Committee Minutes of
April 28, 1988

HAMILTON PLACE COMMITTEE

Thursday, April 28, 1988

8:30 a.m.

Hamilton Place Board Room

PRESENT: Mr. S. M. Cino, Chairman
Mr. F. DeNardis
Mrs. M. Dow
Mr. T. Casey
Alderman R. Wheeler

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Mrs. J. Faris, Secretary

REGRETS: Dr. C. Bart
Alderman B. Hinkley

1. Chairman's Remarks

The Chairman called the meeting to order at 9:25 a.m.

1.1 Report of In Camera Session

The following motions were carried during the In Camera Meeting:

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED AT 8:35 A.M.

THAT THE IN CAMERA MINUTES OF MARCH 24, 1988 BE APPROVED.

THAT THE STATUS REPORT ON ADVANCE BOOKINGS/CONTRACTS BE RECEIVED.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE RECEIVED.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE RECEIVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE FIRST QUARTER ENDED MARCH 31, 1988 BE RECEIVED.

THAT THE IN CAMERA SESSION BE ADJOURNED AT 9:15 A.M.

2. Minutes of March 24, 1988

MOVED by Mr. DeNardis, seconded by Mr. Casey that

THE MINUTES OF MARCH 24, 1988 BE APPROVED

MOTION CARRIED.

3. Business Arising from the Minutes

3.1 Marquee

Meetings with architect Trevor Garwood-Jones, Burton Kramer and associate Peter Hamilton were reviewed. Following discussion, it was decided that the Director would transmit the Committee's instructions to Kramer Associates with a request for a modification of the original concept. It was

MOVED by Mr. DeNardis, seconded by Mr. Casey that

THE DIRECTOR OF HAMILTON PLACE ASK BURTON KRAMER ASSOCIATES FOR A MODIFICATION OF THE ORIGINAL DRAWING AT A COST NOT TO EXCEED \$1,500 AND THAT THE SOURCE OF FUNDING BE THE CAPITAL IMPROVEMENT SURCHARGE FUND.

MOTION CARRIED.

4. Director, Hamilton Place - Report

4.1 Facility Marketing

Media presentation for Hamilton Place attractions were reported for STATLER BROTHERS, NANA MOUSKOURI, SPITFIRE BAND, ELVIS WADE and RONNIE HAWKINS in the month of May. Free promotion valued at over \$38,000 has been confirmed for these five attractions.

Trimac Research/McMaster has completed an audience survey of Hamilton Place Advance Order List patrons (7500 - 8000 names). An executive summary will be presented at the May meeting.

4.2 Hamilton Place Terms of Reference - Review

The Committee reviewed the Terms of Reference and the following amendments were made:

- 1) All references to Audit and Finance Committee to be changed to read HECFI Executive Committee.
- 2) Item (g) to read "Deal with all staffing matters and recommend to the HECFI Executive Committee."

MOVED by Mr. Casey, seconded by Mr. DeNardis that

THE HAMILTON PLACE COMMITTEE RECEIVE THE TERMS OF REFERENCE WITH THE ABOVE AMENDMENTS AND RECOMMEND IT FOR ADOPTION BY THE HECFI BOARD.

MOTION CARRIED.

4.3 Hamilton Place Business Plan - Review

After reviewing the Hamilton Place Business Plan, it was

MOVED by Mr. DeNardis, seconded by Mr. Casey that

THE HAMILTON PLACE COMMITTEE RECEIVE THIS AND PASS IT ON TO THE HECFI BOARD FOR ADOPTION.

MOTION CARRIED

5. Marketing Services Report

Mr. Conacher submitted a report prepared by Mary Webb which described projects under way. A third Marketing Services Co-Ordinator has joined the Marketing Services Staff.

MOVED by Alderman Wheeler, seconded by Mr. DeNardis that

THE MARKETING SERVICES REPORT BE RECEIVED.

MOTION CARRIED

6. Assistant Director, Hamilton Place - Report

The roof replacement update was received for information.

The recommended Carpet Replacement was deleted from the 1988 City of Hamilton Capital Budget. This matter is to be pursued for possible reinstatement if funding can be determined and savings can be achieved in conjunction with Hamilton Convention Centre purchase and installation.

7. Director of Finance and Administration - Report

7.1 Consolidated Unaudited Operating Results

Mr. Leuser's report noted that the Hamilton Place Budgetary Deficit for the month of March was (\$29,625) and for the first quarter ended March 31, 1988 was (\$16,803). Mr. Burrows said that while April will also be under budget, May is a very busy month and June should be fine as well.

MOVED by Mrs. Dow, seconded by Mr. DeNardis that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS TO MARCH 31, 1988 BE RECEIVED.

MOTION CARRIED.

8. New Business

Nil

9. Other Business

Mr. Casey stated that he had had occasion to tour the three facilities with a visitor from California and was very impressed with the excellent portrayal of the facilities by Messrs. Conacher, Leuser, Ellison, Burrows, Crane and Penfold.

10. Date of Next Meeting

May 26, 1988 at 8:30 in the Hamilton Place Board Room

11. Adjournment

MOVED by Mr. DeNardis, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE MEETING BE ADJOURNED AT 10:05 A.M.

MOTION CARRIED.

Hamilton Place Committee
April 28, 1988

Page 4

Sam M. Cino, Chairman

Jean Faris, Secretary

Attachment 6.1

6.1 Information Items - Mrs. Dow



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

FOR INFORMATION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Brian K. Conacher
Managing Director/CEO

DATE: June 14, 1988

SUBJECT: **INFORMATION ITEMS - MRS. DOW**

At the May 20, 1988 meeting of the Board of Directors, Mrs. Dow circulated a document (copy attached) listing a series of items respecting all three HECFI facilities which require review by the respective Board Committee(s) or response by the appropriate management Director.

Each of the items have been addressed and reports are attached regarding each of the items as follows:

Item 1 - Copps Coliseum Dining Room

Schedule A submitted by Mr. Crane, Director of Copps Coliseum;

Item 2 - Hamilton Place Dinner/Theatre

Schedule B submitted by Mr. Burrows, Director of Hamilton Place Theatre;

Item 3 - Art Director

Schedule C submitted by Mary Webb, Manager of Marketing Services;

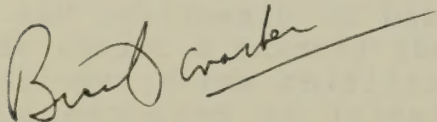
Miscellaneous 1) - Visitor & Convention Services
Bureau

Schedule D submitted by Mr. Penfold, Director of the
Hamilton Convention Centre;

Miscellaneous 2) - "Visitor" Supplement of "Hamilton
This Month"

Schedule E submitted by Mary Webb, Manager of Marketing
Services

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brian Conacher", with a long horizontal line extending to the right.

Brian Conacher
Managing Director/CEO

The Society of
Management Accountants of Canada

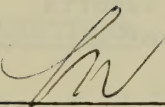
La Société des
comptables en management du Canada

CMA
Certified Management Accountant
Comptable en management accrédité

May 19, 1988

Brian

Attached are suggestions related to all three facilities. What is the procedure for including information for discussion at HECFI Board meetings?



Mary Dow

Note

The May 20 Board agenda appears extensive. I wonder if we will have the time to cover items under "New Business"?

20 copies are enclosed.



I have items , which follow, that I would like to see reviewed and discussed. At the same time if the following is not what we, as Board members, are to be looking at, I would prefer to be advised initially so that time is not wasted. (I realize that in the near future, we will have the opportunity to review roles, our mandate, etc.)

ITEM 1

Background

I recently had the opportunity to be in Edmonton and was able to take in two Oiler games (we do need an NHL team and I realize this is under review). Due to the lateness of my meetings, the suggestion was made to have dinner at the Northlands Colliseum prior to the game.

Suggestion

In view of the proposed retail mall discussions underway, has the possibility of having a Copps Colliseum dining room been discussed?

The quality of the food and service and for me it was a convenience factor, was good.

There appeared to be a mix of business people, families and 'sports fans'. The atmosphere was casual and the surroundings were of a good middle rated restaurant.

Questions

Is space available in the colliseum? If not - what about the proposed retail area?

Can we do something in conjunction with the Convention Centre preparing and serving the meals in a Colliseum dining room?

I realize there are many implications to be looked at and the Board and management would need to review very carefully.

Item 2Background

There may be still some small dinner/theatre operating in Hamilton but not a professional level.

Suggestion

Initiate Hamilton Place Dinner Theatre with themes or ethnic oriented for certain events. e.g.

- Russian (Ukrainian) Ballet - menu would revolve around foods of this country with perhaps the waitress/waiters wearing modified ethnic costume
- Perhaps the dinners could be held in the convention centre - I don't believe space is available at Hamilton Place.
- Potential of one price for dinner and theatre along with one price for the theatre as at present.

this may be a "hook" for a certain time period which would enhance and encourage theatre attendance and at the same time would have to be a revenue generator.

QUESTIONS

- is this practical?
- will Hamilton attract a dinner/theatre crowd?

Again as with the previous suggestion, there are many implications to look at.

Item 3Art Director

Has the possibility of an in-house art director been reviewed? I note a great deal of artwork and initial layouts, etc. are necessary for all three facilities. May be wise to assess the total charges for a one year period related to art charges and compare to a yearly salary for one person to carry out the initial concepts, renderings, etc. An in-house art director will make the necessary changes as the project goes along and we do not incur charges for each and every change. There is the potential for significant cost savings.

Miscellaneous

- 1) Visitor & Convention Services Bureau - convention centre is omitted - should be included.
- 2) "Visitor" supplement - although this is a supplement of "Hamilton This Month" and certainly not in our area, I noted the following.

Both the inside front cover and the inside back cover are blank.

Perhaps if HECFI has standard ads which are suitable, the magazine may consider using the ads as "fillers" at a reduced rate.

Submitted by,

Mary Dow



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

SCHEDULE "A"

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

June 13, 1988

Mr. Brian Conacher
Managing Director/CEO
HECFI

Dear Mr. Conacher:

**Re: Mrs. Dow's Question of Dining Room in
Copps Coliseum and Retail Mall Area**

In response to Mrs. Dow's suggestion on the above subject matter, I respond as follows:

- We have an area on the Concourse level of the Coliseum presently known as the Club Lounge. This space has an area of approximately 4,000 square feet and the intention is to serve food and beverage in this area when completed. This certainly would be an area where quality food could be served prior to or after an event. However, I am not sure at this time whether there is space large enough to construct a kitchen of sufficient capacity to serve full course meals. A meeting will be arranged soon with Volume Concession Services Inc. in order to determine a course of action and a time frame as to when this space will be completed.
- There is space in the Retail Mall area which could be converted into a first class restaurant. We are presently in the process of developing the space to a point where a leasing company could market the space on our behalf. The subject of establishing a restaurant in this area makes good sense and will be a priority when the space is being leased.
- It would be very difficult for the Convention Centre to prepare and serve meals in a Copps Coliseum dining area. The distance between the two facilities will inhibit the quality of food being served.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

JTC:ls

June 11, 1974

Dear Mr. [Name],

Thank you for your letter of June 10, 1974.

I am sorry that I cannot give you a more definite answer at this time.

The problem is that the information you have provided is not sufficient to allow me to make a decision.

I am sorry that I cannot give you a more definite answer at this time.

I have an idea of the problem as stated in your letter. I am sorry that I cannot give you a more definite answer at this time.

I am sorry that I cannot give you a more definite answer at this time.

I am sorry that I cannot give you a more definite answer at this time.

Sincerely,
[Signature]

John T. [Name]
Director
Cape Cod



HAMILTON
PLACE
THEATRE

June 13, 1988

M E M O R A N D U M

TO: Hamilton Place Committee

FROM: Thomas B. Burrows, Director

SUBJECT: Dinner/Theatre - Hamilton Place
Recommendation of Mrs. Dow

The suggestion to create a programme of Dinner Theatre events is one that will be fully explored by management and the Hamilton Place Committee.

The positive aspects hold promise for:

- "A Special Night Out"
- Dinner with a theme and menu appropriate to the evening, planned to enhance enjoyment of the theatre event to follow.
- Sufficient time and opportunity to share an evening with friends and to meet new people with similar interests.
- More time for visiting and conversation than theatre intermissions permit.
- Various opportunities for press and media coverage before and after the event, i.e. food pages, social columns and fashion section.
- Ideal for business entertaining. Make one decision that ensures a pleasant evening. Park once for a complete evening from which small decisions and problems have been removed. With proper planning the host (whether for a social evening with friends or business associates) can devote time and attention to their guests.
- A new and potentially very attractive "wrinkle" in an old game. It's all selling.

Not necessarily negative aspects - but questions to be addressed include:

- Will the final cost of a combined Convention Centre/Theatre package be competitive?
- If rentals (as opposed to Hamilton Place promotions) are part of a Dinner Theatre evening, can all promotion and publicity costs be born on the Dinner side of the package?

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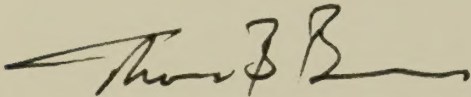
- Will local restaurants object that we are unfairly competing by using city-subsidized facilities/operations?
- Recognizing problems such as - late bookings, negotiations necessary in order to include a straight rental attraction or a co-promotion, will there be sufficient lead time to effectively advertise and promote a successful event?
- Can five or more attractions - evenly spaced - be combined for a possible subscription offer/guarantee?

There are more questions to be addressed.

There is no doubt that we have the facilities, the staff and management necessary to create an innovative package that will be enjoyed by those who attend. It's an exciting and challenging idea.

We must sort out and answer the bottom line questions.

I look forward to discussions with the Committee.



Thomas B. Burrows,
Director

c.c. HECFI Board of Directors



Hamilton
Entertainment
and Convention
Facilities Inc.

SCHEDULE "C"

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

TO : Brian Conacher,
Managing Director/CEO

FROM : Mary Webb,
Manager of Marketing Services

DATE : June 2, 1988

SUBJECT : HECFI ART DIRECTOR

Mrs. Mary Dow's query at the HECFI Board Meeting May 20th regarding an in-house art director is a matter that was given serious consideration when the creative needs of HECFI were being assessed. It was felt by management that an ad hoc agency would best fill our requirements at this time.

Although we do not have an art director, we do have an in-house staff with graphic and creative skills. Bryan Cripps has produced a number of layouts for us and will continue to do so. Also, all preliminary data research for the Hamilton Convention Centre brochure was done in-house.

However, the amount of new creative material required by HECFI this year (publication ads, brochures, folders, annual report, etc.) would require an art director plus additional staff. Under the present circumstances, the cost savings would be questionable. At the moment there are just too many creative materials needed to be handled in-house. In the future this could change depending on the work load.

Mrs. Dow's question is well taken and was considered before an ad hoc agency was put in place.

Respectfully submitted,

MW:mgm

Mary Webb.



HAMILTON CONVENTION CENTRE

M E M O R A N D U M

TO: Mr. Brian K. Conacher, Managing Director/CEO, HECFI

FROM: William J. Penfold, Director, Hamilton Convention Centre

COPY TO: Ms. Patricia Bennett, Executive Secretary, HECFI

DATE: June 13, 1988

SUBJECT: **Marketing - Hamilton Convention Centre**

Regarding the Managing Director's meeting of June 8, 1988, I have spoken to Mrs. Dow, who is concerned that the Hamilton Convention Centre is not mentioned in the "Visitor" magazine that is placed in Airways Transit vehicles, hotel rooms, etc. in the Hamilton area.

I will discuss the problem with Marketing Services with a view to including the Convention Centre in the magazine, and will advise you when action has been taken.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg



HAWAIIAN CONVENTION CENTER

MEMORANDUM

TO: Mr. [Name], President, [Organization]

FROM: Mr. [Name], Director, Hawaiian Convention Center

SUBJECT: [Topic]

DATE: [Date]

Regarding the [Topic], [Text]

[Text]

[Text]

WILLIAM A. [Name]
Director
Hawaiian Convention Center



Hamilton
Entertainment
and Convention
Facilities Inc.

SCHEDULE "E"

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

MEMO TO: MRS. MARY DOW,
Board Member, HECFI

COPIES TO: MR. BRIAN K. CONACHER,
Managing Director/CEO

MR. NORM MARSHALL,
Public Relations/Promotion Consultant

FROM: MS. MARY WEBB,
Marketing Services Manager

DATE: June 13, 1988

SUBJECT: VISITOR MAGAZINE

The following is a summary outlining the reasons why the Visitor Magazine, published by Hamilton This Month, was not included in the HECFI 1988 Media Plan. I hope it will supply the information you were asking for.

1. Publications included in the 1988 Media Plan were selected on the basis of sales potential targeted at Convention decision makers, event promoters and artist managers. The HECFI media mix was co-ordinated with the media buys of the Region. Visitor, a tourism vehicle, was included in the Region's campaign with the "FOR A GREATER VACATION" ad promoting tourism. Also, the Hamilton Convention Centre's mandate does not include local advertising.
2. When Hamilton This Month, or a supplement, is used by HECFI, it is more to promote specific show events in order to stimulate local ticket sales. This placement depends on budget, deadlines, event dates and promoter's approval.
3. An ad such as "IT'S ALL HAPPENING IN HAMILTON", which listed eight (8) events at Copps Coliseum and Hamilton Place Theatre, would be hard to justify in Visitor due to the performance dates occurring within a relatively short space of time.

Memorandum To:

Mrs. M. Dow - June 13, 1988

Page 2

4. As pointed out in Item 1, we are targeting at national and international publications for the 1988 campaign. During the opening year of Copps Coliseum, the marketing plan was focused locally with the "THREE MORE GREAT REASONS TO LOVE THIS TOWN" ad. At that time, considerable money was spent with Hamilton This Month. Now the target market has broadened.
5. Much discussion occurred regarding the 1988 Marketing Plan. For the reasons stated above, OK & D and Marketing Services did not feel Visitor should be included. Regardless of a reduction in cost, which is doubtful as the Region paid full price, or a suitable ad being available, we felt the publications chosen should be those that influence the "decision makers".

Respectfully submitted,

Mary Webb

MW:mgm

Mary Webb,
Marketing Services Manager.

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